COMMAND SPECIAL ASSISTANCE INITIATIVES

(CSAI)

USERS MANUAL

Prepared by the

Waterways Experiment Station Revised by HQUSACE

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INTRODUCTION TO USERS MANUAL FOR CSAI

1.1 PURPOSE

The Special Assistance Program, CSAI, formerly COP, uses an ORACLE Relational Database Management System (RDBMS). CSAI will be used by all of the U.S. Army Corps of Engineers Human Resource Offices (HRO) to provide assistance to members adversely affected by reduction-in-force, reorganization/realignment or as a result of any other shift in manpower or workload. The Program's goal is to retain highly skilled, professional, technical, and administrative workforce by providing maximum opportunities for placement into other USACE positions. The Program is in addition to, not a substitution for, other entitlement such as the DOD Priority Placement Program (PPP).

1.2 REQUIREMENTS

CSAI resides on the SUN 1000 Unix mini-frame computer located at North Pacific Division. To use the system you will need certain hardware and software.

Hardware:

An IBM compatible personal computer with at least the following:

RAM = 1 mb

Hard Disk space = 2.5 mb (VistaCom for Dos)

6.1 mb (VistaCom for Windows)

network card installed or a modem connected to dial up the CEAP network

Communication Software:

VistaCOM Dos version 5.2(34) or Windows version 3.01 (required for windows NT stations) File Transfer Protocol software (FTP Inc, ON Net 2.1).

Via network: Transport Control Protocol/Internet Protocol (TCP/IP) Kernel; Configuration for network usage includes the network id parameter set to ("cop.usace.army.mil); Terminal emulation to (CORP220).

VCOM 5.2(34) CSAIS					
UNIX access					
Conne	ection Parameter	Other Parameters			
Phone Number: Network ID: User Id: User Password: User Account: Character Set:	cop.usace.army.mil	Port: COM2 Line Speed: 38000 Emulator: CORP220 NONE NONE MANUAL			
O ther P arameters					
Driver Options: User Process: Login Option: UserComment:	FTP TO CSAIS				
1 SAVE	4 FLDHLP	9 Exit 10 HELP			

Via modem: phone number is a CDCNET local dial up access number for the immediate area. If a local number is not available then a request to use a CDCNET 1-800 can be submitted and the proper userid dial-up access will be provided. Terminal emulation: (CORP220), dial method: (AUTO), Line Speed: (modem dependent), Port: (pc dependent).

VCOM 5.2(34) CSAIS	VistaCOM Communication Pr Parameter Selection	rogram 12-May-97 8:31:20				
UNIX access						
Conne	ection Parameter	Other Parameters				
Phone Number: Network ID: User Id: User Password: User Account: Character Set:	2027615009	Port: COM2 Line Speed: 9600 Emulator: CORP220 AUTO MANUAL Login Method: MANUAL				
OtherParameters						
Driver Options: User Process: Login Option: UserComment:	CSAIS DIAL-UP					
1 SAVE	4 FLDHLP	9 Exit 10 HELP				

login:

type in your assigned userid and press *<Enter>*

Password:

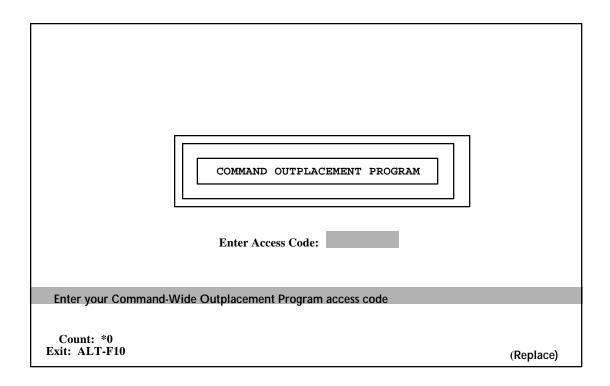
type in your assigned **Password** and press <*Enter*>

you will then see a series of message, wait for the following system prompt as follows:

wpc21.s0hrzprl%

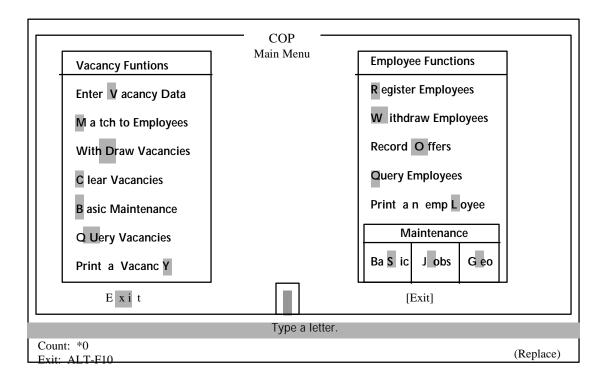
1.5 GETTING STARTED IN COP

To begin processing in the CSAI: at the percent (%) prompt type "cop" and press <Enter>. The "CSAI" access screen will be displayed. The system will automatically default to upper case mode whether caps lock is on or off.



All users authorized to enter CSAI will have an access code, which will be your login user id. Enter this CSAI access code in the access code field and press *Enter* (see Appendix A for a list of the function keys associated with the process). This will validate that the user is authorized to use CSAI.

Once Validation of the user is acknowledged the Main Menu will be displayed. The Main menu screen two type of functions, Vacancy Functions and Employee Functions. The user is allowed to select one of these functions. You must press *Enter>* after selecting an option from the Main Menu screen to bring up the form(s) for that selection.

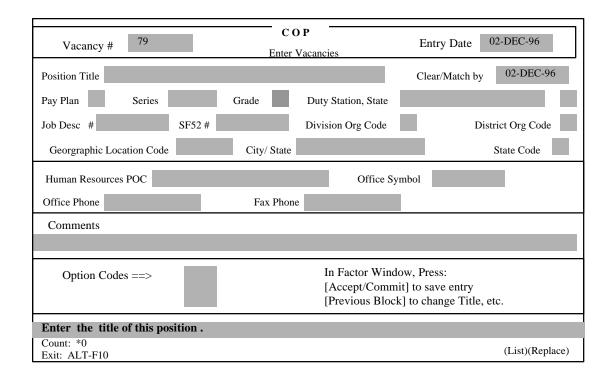


2. VACANCY FUNCTIONS

Vacancy Functions are used to enter/withdraw vacancies to/from the CSAI system, match these vacancies to eligible employees and also allow users to perform basic maintenance as well as query the data base Each option of this block will be described.

2.1 ENTER VACANCY DATA

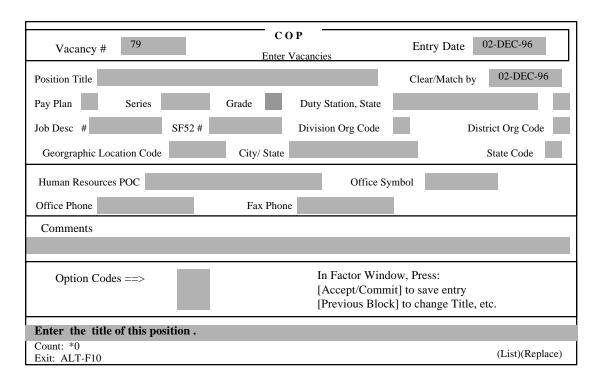
The Enter Vacancy Data option retrieves the Enter Vacancies Screen and is used to enter all information about vacant positions. The screen contains two blocks. The first block begins with the vacancy # field and ends with the comments field. The second block contains the option code factors field.



VACANCY # is a 8 digit field. Display only, and always defauts to the next available vacancy number.

POSITION TITLE is a 35 character scrollable field. Enter the position title and press "*Next Field*". If the position title is unknown press "*List*", *F4* and select a position title, and then press "*Next Field*".

CLEAR/MATCH BY is a 9 character field. This field is automatically populated and is Display only. It is the clear/match by date, press "*Next Field*" to go to the Pay Plan field.



PAY PLAN is a 2 character field. Enter the pay plan and press "*Next Field*". If the pay plan is invalid a message is displayed and you will not be able to move to the next field until a valid pay plan is entered. If the pay plan is unknown press "*List*", *F4* and select a pay plan, and press "*Next Field*".

SERIES is a 2 character field. Enter the series and press "*Next Field*". If the series is invalid a message is displayed, and you will not be able to move to the next field until a valid series is entered. If the series is unknown press "*List*", *F4* and select a series, and press "*Next Field*".

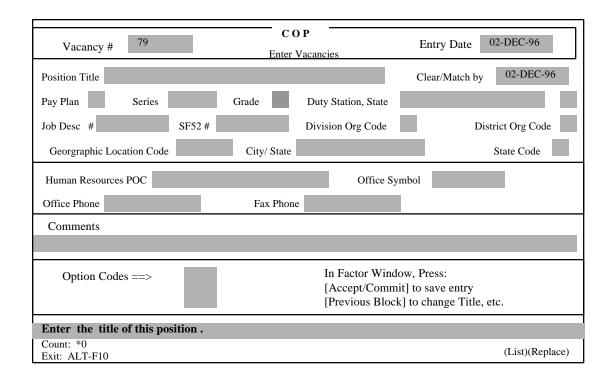
GRADE is a 2 character field. Enter the grade (0-17) with a leading zero for one digit grades, i.e. 07, and press "*Next Field*".

DUTY STATION, STATE is a 20 character field. Enter the duty station and state and press "*Next Field*".

JOB DESC # is a 20 character scrollable field. Enter the job description number and press "Next Field".

SF 52 # is a 20 character scrollable field. Enter the SF 52 number and press "Next Field".

DIVISION ORG CODE is a 2 character field. Enter the division organization code and press "*Next Field*". If the division organization code is invalid a message is displayed and you will not be able to move to the next field until a valid division organization code is entered. If the division organization code is unknown press "*List*", *F4* and select a division organization code, and press "*Next Field*".



DISTRICT ORG CODE is a 2 character field. Enter the district organization code and press "Next Field". If the district organization code is invalid a message is displayed and you will not be able to move to the next field until a valid district organization code is entered. If the district organization code is unknown press "List", F4 and select a district organization code, and press "Next Field".

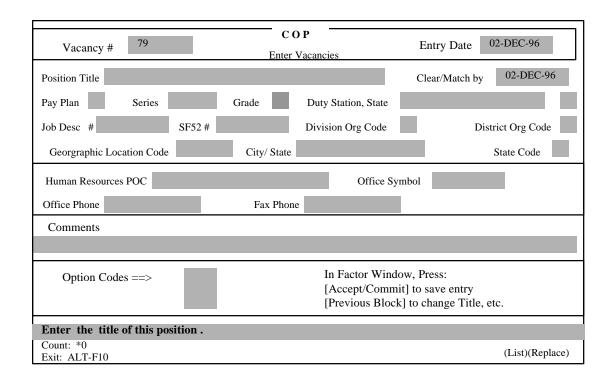
GEOGRAPHIC LOCATION CODE is a 5 character field. Enter the geographic location code and press "*Next Field*" . If the geographic location code is invalid a message is displayed and you will not be able to move to the next field until a valid series is entered. If the geographic organization code is unknown pres "*List*", *F4* and select a geographic location code.

CITY/STATE is a 20 character field. This field is automatically populated when a geographic location code is selected from the list.

STATE CODE is a 2 character field. This field is automatically populated when a geographic location code is selected from the list.

HUMAN RESOURCES POC is a 30 character field. Enter the human resources point of contact and press "Next Field".

OFFICE SYMBOL is a 15 character field. Enter the office symbol and press "Next Field".



OFFICE PHONE is a 10 character field. Enter the office phone number including area code with no hyphens and press "*Next Field*".

FAX PHONE is a 10 character field. Enter the fax phone number including area code with no hyphens and press "*Next Field*" .

COMMENTS is a 100 character scrollable field. Enter any pertinent comments and press "Next Field"

OPTION CODES is a 3 character field. Enter the vacancy selective placement codes. Press "Next Field" to move to the next line and enter another selective placement code. Press the "Up Arrow", or "Down Arrow" to correct any entries in this block.

NOTES

When all vacancy information has been entered press "Accept/Commit", <End> to save entries. A second page will be displayed on the screen, if matches occur.

This second screen contains a listing of all employees who qualify for the vacancy entered. Listed are the employees social security number, last name, first name and middle initial. Also listed will be the office symbols of the employees.

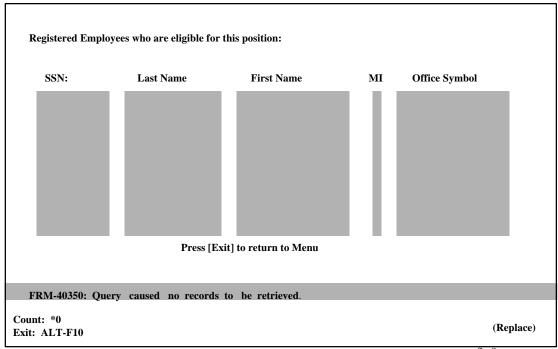
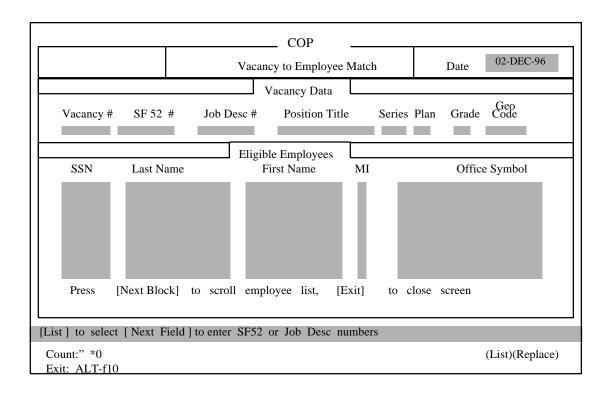


fig 8

2.2 Match to Employees

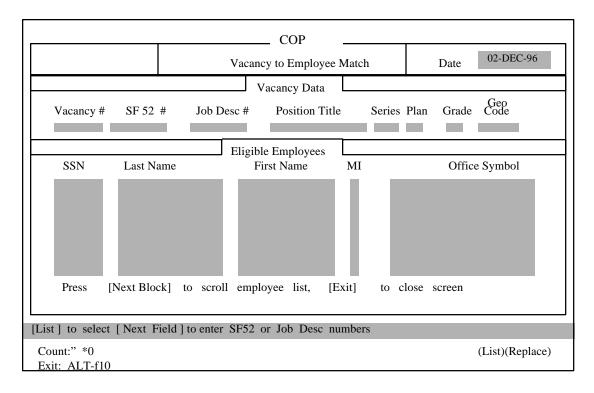
The "Match to Employees option retrieves the Vacancy to Employee Match Screen and is used to match all registered employees with vacant positions. This screen contains two blocks. The first block begins with the vacancy number field and ends with the geographic code field. The second block contains information about eligible employees.



VACANCY # is a 10 character field. Enter the vacancy number and press "Next Field" to query the database for employees who match the selected vacancy. The rest of the fields in this block will be automatically populated with the data associated with this vacancy number. If the vacancy number is unknown press "List", F4 to display a list in vacancy number order. To select a vacancy number press the down arrow to highlight the vacancy number the user is looking for, and then press "Next Field" to return to the Vacancy to Employee Match screen, then press "Next Field" query the database for a list of matching eligible employees

SF 52 # is a 20 character scrollable field. Enter the SF 52 number and press "*Next Field*" to query the employee database for employees who match the selected vacancy. If the SF 52 number is unknown press "*List*", *F4* and select a SF 52 number. The rest of the fields in this block will be automatically populated with the data associated with this vacancy number. Press "*Next Field*" to query the database.

JOB DESC # is a 20 character scrollable field. Enter the job description number and press "Next Field" to query the employee database for employees who match the selected vacancy. If the job desc number is unknown press "List", F4 and select a job desc number. The rest of the fields in this block will be automatically populated with the data associated with this vacancy number. Press "Next Field" to query the database.



POSITION TITLE is a 35 character scrollable field. Displayed is the position title associated with the query field.

SERIES is a 5 character field. Displayed is the series associated with the query field.

PAY PLAN is a 2 character field. Displayed is the pay plan associated with the query field.

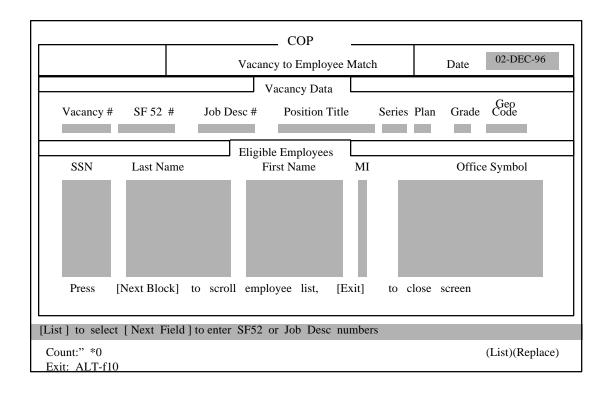
GRADE is a 2 character field. Displayed is the grade (0-17) with a leading zero, i.e. 07, associated with the query field.

GEO CODE is a 5 character field. Displayed is the geographic location code associated with the query field.

SSN is a 9 character field. Listed are employees social security numbers who are eligible for the vacant position.

LAST NAME is a 20 character field. Listed are employees last names who are eligible for the vacant position.

FIRST NAME is a 15 character field. Listed are employees first names who are eligible for the vacant position.



MI is a 1 character field. Listed are employees middle initials who are eligible for the vacant position.

OFFICE SYMBOL is a 15 character field. Listed are employees office symbols who are eligible for the vacant position.

2.3 WithDraw Vacancies

The Withdraw Vacancies option retrieves the Vacancy Removal Screen and is used to remove vacant positions from the system after they have been filed or a need no longer exists for the position. The user can press "Next Field" to move between the Vacancy #, SF 52 and Job Desc # fields. The "List", F4 utility is available on each of these fields.

	C O P Vacancy Removal	Date: 02-DEC-96
Vacancy # SF52 Series Pay Plan Duty Site	Job Desc # Grade Title , HR POC	Entered:
Comments		
Press [Next Block] to enter Comments [Accept/commit] to save [Exit to cancel]	Reasons for Withdrawal 1) PPP Placement 2) Position cancelled 3) Other	
Count: *0 Exit: ALT-F10		(List)(Replace)

VACANCY # is a 10 character field. Enter the vacancy number and press "Next Field". The system will automatically populated all the rest of the fields in the block move the cursor to the Reasons for Withdrawal block. If the vacancy number is unknown press "List", F4 and select a vacancy number, and then press "Next Field" to populate the rest of the fields.

SF 52 # is a 20 character scrollable field. Enter the SF 52 number and press "*Next Field*" to retrieve vacancies data. The system will automatically populated all the rest of the fields in the block move the cursor to the Reasons for Withdrawal block. If the SF 52 number is unknown press "*List*", *F4* and select a SF 52 number, and press "*Next Field*" to query the database.

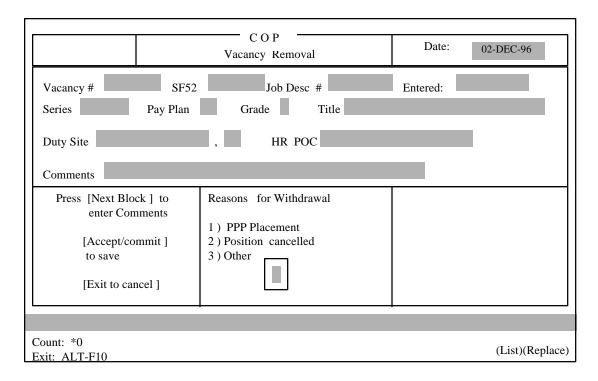
JOB DESC # is a 20 character scrollable field. Enter the job description number and press "Next Field" . The system will automatically populated all the rest of the fields in the block move the cursor to the Reasons for Withdrawal block. If the job desc number is unknown press "List", F4 and select a job desc number, and press "Next Field" to query the database. Press "Next Field" to return to the vacancy number field.

ENTERED is a 9 character field. Displayed is the date the vacancy was entered in the CSAI system.

SERIES is a 5 character field. Displayed is the series associated with the query field.

PAY PLAN is a 2 character field. Displayed is the pay plan associated with the query field.

GRADE is a 2 character field. Displayed is the grade (0-17 with a leading zero, i.e. 07, associated with the query field.



TITLE is a 35 character scrollable field. Displayed is the position title associated with the query field.

DUTY SITE is a 20 character field. Displayed is the duty station and state associated with the query field.

HR POC is a 30 character field. Displayed is the human resources point of contact associated with the query field.

COMMENTS is a 100 character scrollable field. Displayed are any comments associated with the query field.

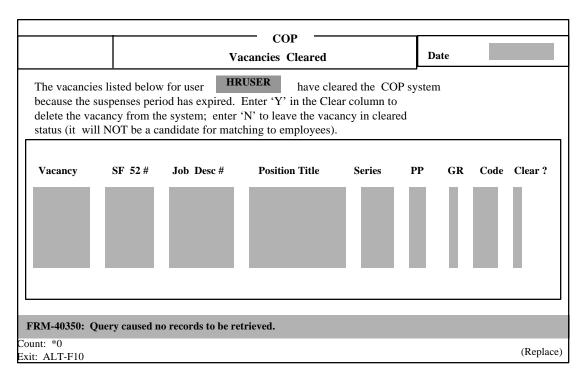
REASONS FOR WITHDRAWAL is a 1 digit field. Enter the number associated with the reason to withdraw the queried vacancy and press "*Next Field*". Enter a "Y" to confirm deletion of the vacancy position and press "*Accept/Commit*", <*End*>. Enter an "N" to abort deletion of the position and press "*Enter*", .

2.4 Clear Vacancies

The Clear Vacancies option retrieves the Vacancy Cleared Screen and is used to clear vacancies from the CSAI system after the suspense period for the position has expired.

NOTES

Upon entry of the Clear Vacancies Screen the cursor will be positioned in the clear field. "Next Field" will advance the user to the next record in the list.



DATE is a 9 character field. Displayed is the current system date.

The following fields are displayed for each record:

VACANCY # is a 10 character field. Displayed is the vacancy number of the vacancy whose suspense period has expired.

SF 52 # is a 20 character scrollable field. Displays Is the SF 52 number of the vacancy whose suspense period has expired.

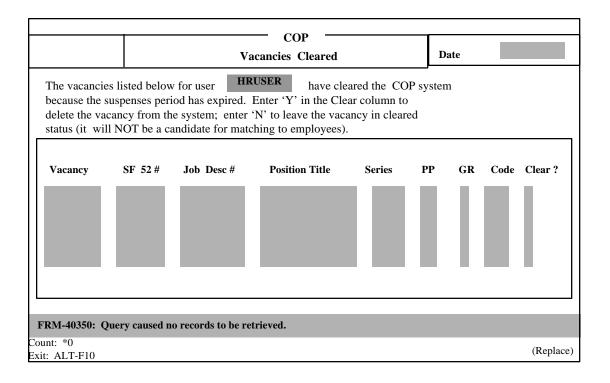
JOB DESC # is a 20 character scrollable field. Displayed is the job description number of the vacancy whose suspense period has expired.

POSITION TITLE is a 35 character scrollable field. Displayed is the position title of the vacancy whose suspense period has expired.

SERIES is a 5 character field. Displayed is the series of the vacancy whose suspense period has expired.

PAY PLAN is a 2 character field. Displayed is the pay plan of the vacancy whose suspense period has expired.

GRADE is a 2 character field. Displayed is the grade (0-17) with a leading zero, i.e. 07, of the vacancy whose suspense period has expired.

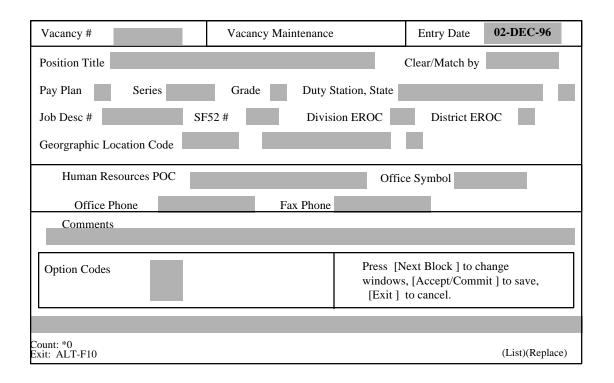


GEO CODE is a 5 character field. Displayed is the geographic location code of the vacancy whose suspense period has expired.

CLEAR ? Is a 1 character field. Enter "Y" to delete the vacancy from the system; enter a "N" to leave the vacancy in the cleared status. Press "Next Field" to advance to the next record in the list. Press "Accept/Commit", <End> to save your entries to the CLEAR field. Press "Exit", F10 to leave the clear vacancies screen.

2.5 Basic Maintenance

The Basic Maintenance option retrieves the Vacancy Maintenance Screen and is used to change/update vacancy information. This screen contains two blocks. The first block begins with the vacancy number field and ends with the comments field. The second block contains the selective placement factors field.



VACANCY # is a 8 digit field. Enter a vacancy number and press "Next Field" to query the vacancy database for the information associated with that vacancy number. If the vacancy number entered is invalid a message is displayed. You will not be allowed to move to the next field until a valid entry is made. If the vacancy number is unknown press "List", F4 and select a vacancy number, and press "Next Field".

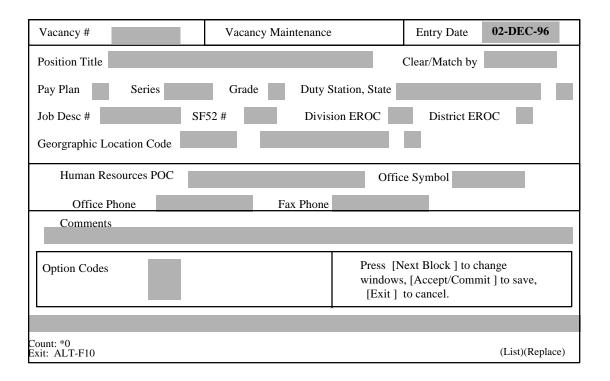
POSITION TITLE is a 35 character scrollable field. Displayed is the position title associated with the vacancy number press "Next Field" to accept this information, if no corrections are necessary. Press "Clear Field", F6, and then enter the corrected position title and press "Next Field" to change this information.

CLEAR/MATCH BY is a 9 character field. Displayed is the clear/match by date, press "Next Field". This field may not be altered.

PAY PLAN is a 2 character field. Displayed is the pay plan associated with the vacancy number press "Next Field" to accept this information, if no corrections are necessary. Press "Clear Field", F6, enter the corrected pay plan and press "Next Field" to change this information.

SERIES is a 5 character field. Displayed is the series associated with the vacancy number, press "*Next Field*" to accept this information, if no corrections are necessary. Press "*Clear Field*", *F6*, enter the corrected series and press "*Next Field*" to change this information.

GRADE is a 2 character field. Displayed is the grade (0-17) with a leading zero, i.e. 07, associated with the vacancy number press "Next Field" to accept this information, if no corrections are necessary. Press "Clear Field", F6, enter the corrected grade and press "Next Field" to change this information.

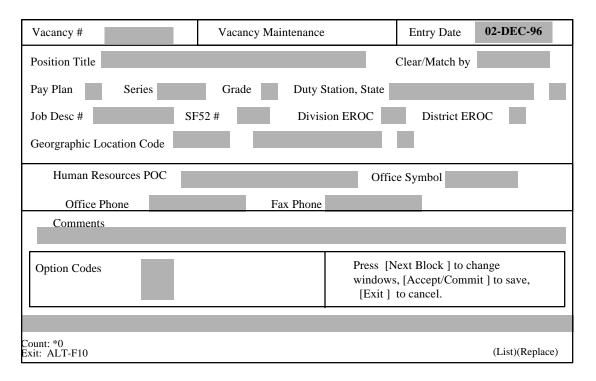


DUTY STATION, STATE is a 20 character field. Displayed is the duty station and state associated with the vacancy number press "Next Field" to accept this information, if no corrections are necessary. Press "Clear Field", F6, enter the corrected duty station or state and press "Next Field" to change this information.

JOB DESC # is a 20 character scrollable field. Displayed is the job description number associated with the vacancy number press "Next Field" to accept this information, if no corrections are necessary. Press "Clear Field", F6, enter the corrected grade and press "Next Field" to change this information.

SF 52 # is a 20 character scrollable field. Displayed is the SF 52 number associated with the vacancy number press "Next Field" to accept this information, if no corrections are necessary. Press "Clear Field", F6, enter the corrected SF 52 number and press "Next Field" to change this information.

DIVISION EROC is a 2 character field. Displayed is the division organization (EROC) code associated with the vacancy number press "Next Field" to accept this information, if no corrections are necessary. Press "Clear Field", F6, enter the corrected division organization (EROC) number and press "Next Field" to change this information. If the division organization (EROC) code is invalid a message is displayed. If the division organization code is unknown press "List", F4 and select a division organization (EROC) code, and press "Next Field".



DISTRICT EROC is a 2 character field. Displayed is the district organization (EROC) code associated with the vacancy number press "Next Field" to accept this information, if no corrections are necessary. Press "Clear Field", F6, enter the corrected district organization (EROC) and press "Next Field" to change this information. If the district organization (EROC) code is invalid a message is displayed. If the district organization code is unknown press "List", F4 and select a district organization (EROC) code, and press "Next Field".

GEOGRAPHIC LOCATION CODE is a 5 character field. Displayed is the geographic location code associated with the vacancy number press "Next Field" to accept this information, if no corrections are necessary. Press "Clear Field", F6, enter the corrected geographic location code and press "Next Field" to change this information.

HUMAN RESOURCES POC is a 30 character field. Displayed is the human resources point of contact associated with the vacancy number press "Next Field" to accept this information, if no corrections are necessary. Press "Clear Field", F6, enter the corrected human resources point of contact and press "Next Field" to change this information.

OFFICE SYMBOL is a 15 character field. Displayed is the office symbol of the point of contact associated with the vacancy number press "Next Field" to accept this information, if no corrections are necessary. Press "Clear Field", F6, enter the corrected point of contact office symbol and press "Next Field" to change this information.

OFFICE PHONE is a 10 character field. Displayed is the office phone number of the point of contact associated with the vacancy number press "Next Field" to accept this information, if no corrections are necessary. Press "Clear Field", F6, enter the corrected phone number and press "Next Field" to change this information.

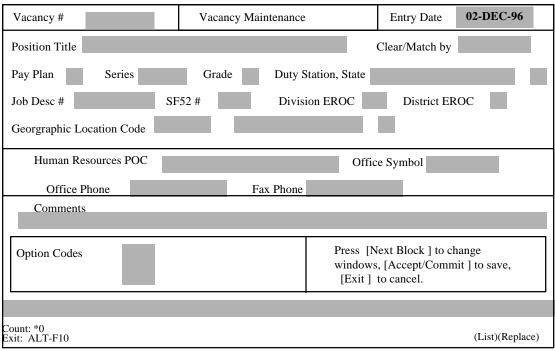


fig 20

FAX PHONE is a 10 character field. Displayed is the fax phone number of the point of contact associated with the vacancy number press "Next Field" to change this information, if no corrections are necessary. Press "Clear Field", F6, enter the corrected phone number and press "Next Field" to change this information.

COMMENTS is a 100 character scrollable field. Displayed are any comments associated with the vacancy number press "Next Field" to accept this information, if no corrections are necessary. Press "Clear Field", F6, enter and correct comments, press "Next Field" to change this information.

APPRAISAL FACTORS is a 25 character field. Displayed are the selective placement factors associated with the vacancy number press "Next Field" to accept this information, if no corrections are necessary. Press "Clear Field", F6, enter and correct selective placement factors and press "Next Field" to change this information.

NOTES

When all vacancy information has been changed/updated press "*Accept/Commit*", *<End>* to save these changes. A second page containing a listing of employees who qualify for the vacancy will be displayed, if applicable.

Vacancy #	Vacano	C O P	Scroon	Date	26-DEC-96
vacancy #	vacanc	y Query	Screen	Date	j. 2 0 220 30
SF 52#	Job Desc #		Entered on		by
Position Title					
Series Pay Plan	Grade	Duty Sta	ation		,
Division Org District Org Geo Location					
Human Resources POC Office Symb					
Office Phone Clear by date					
Comments					
Last changed on	by		Chang	ge Action	
Option Codes	Last Chg	Made by	Change	e Action	[Next Block] to
					Change windows
Enter the position's SF 5	52 Number.				
Count: *0 Exit: ALT-F10					(Replace)

VACANCY # is a 10 character field. Displayed is the vacancy number associated with the query field.

SF 52 # is a 20 character scrollable field. Enter the SF 52 number and press "*Next Field*" to populate the rest of the data fields for that vacancy. If the SF 52 number is unknown press "*List*", *F4* and select a SF 52 number, and then press "*Next Field*" to query the database. If the user is to review a multiple number of vacancy numbers that begin with the same data, press "*Enter Query*", enter the part of the SF 52 number, or the part of the Job Desc # followed by a % symbol then press "*Execute Query*", *F2* the system will retrieve all vacancies that match the query.

JOB DESC # is a 20 character scrollable field. Enter the job description number and press "Next Field", to retrieve all data pertaining to the Job Description. If the job desc number is unknown press "List", F4 and select a job desc number, and press "Next Field" to query the database. If the user knows part of the job desc or is to review a multiple number of vacancy numbers that begin with the same data, press "Enter Query", enter the part of the SF 52 number, or the part of the Job Desc # followed by a % symbol then press "Execute Query", F2 the system will retrieve all vacancies that match the query.

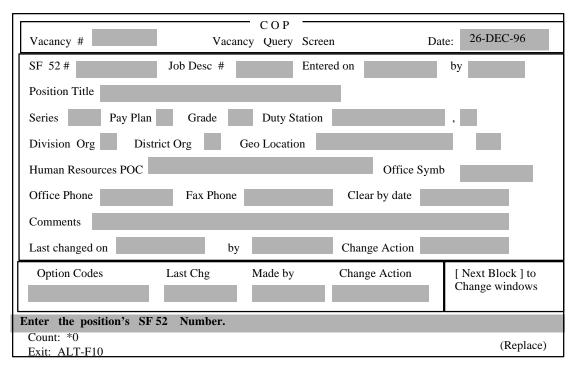


Fig 22

ENTERED ON is a 9 character field. Displayed is the date the vacancy entered the CSAI system.

BY is a 12 character field. Displayed is the userid of the user who entered the vacancy into the CASI system.

POSITION TITLE is a 35 character scrollable field. Displayed is the position title associated with the query field.

SERIES is a 5 character field. Displayed is the series associated with the query field.

PAY PLAN is a 2 character field. Displayed is the pay plan associated with the query field.

GRADE is a 2 character field. Displayed is the grade (0-17) with a leading zero, i.e. 07, associated with the query field.

DUTY STATION is a 20 character field. Displayed is the duty station and state associated with the query field.

DIVISION ORG is a 2 character field. Displayed is the division organization code associated with the query field.

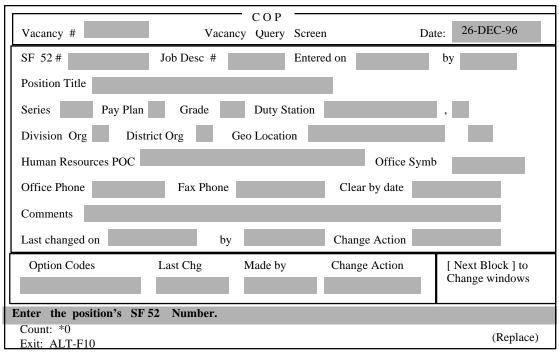


Fig 21

DISTRICT ORG is a 2 character field. Displayed is the district organization code associated with the query field.

GEO LOCATION is a 5 character field. Displayed is the geographic location code associated with the query field.

HUMAN RESOURCES POC is a 30 character field. Displayed is the human resources point of contact associated with the query field.

OFFICE PHONE is a 10 character field. Displayed is the office phone number of the employee associated with the query field.

FAX PHONE is a 10 character field. Displayed is the fax phone number of the employee associated with the query field.

CLEAR BY DATE is a 9 character field. Displayed is the clear/match by date associated with the query field.

COMMENTS is a 100 character scrollable field. Displayed are any comments associated with the query field.

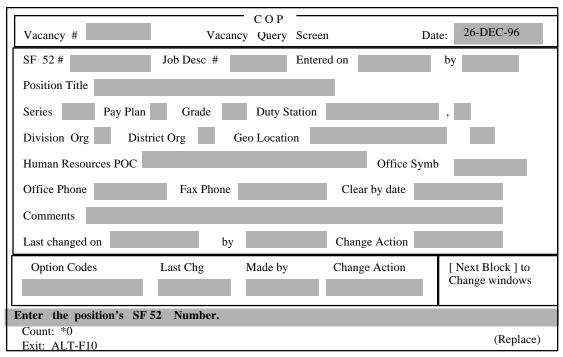


fig 24

LAST CHANGED ON is a 9 character field. Displayed is the date that the last changes were made to the vacancy record.

BY is a 12 character field. Displayed is the userid of the user who made the last changes to the vacancy record.

CHANGE ACTION is a 12 character field. Displayed is the action taken the last time changes were made to the vacancy record.

OPTION CODES is a 2 character field. Displayed are the selective placement factors associated with the vacancy record.

LAST CHG is a 9 character field. Displayed is the date that the last changes were made to the selective placement factors.

MADE BY is a 12 character field. Displayed is the userid of the user who made the last changes to the selective placement factors.

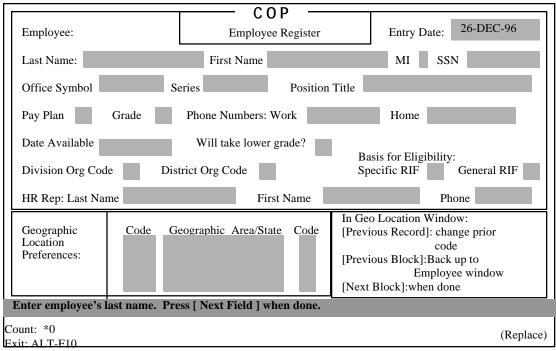
CHANGE ACTION is a 12 character field. Displayed is the action taken the last time changes were made to the selective placement factors.

3. EMPLOYEE FUNCTIONS

Employee Functions are used to enter/withdraw employees to/from the CSAI system. They are also used to record an employees acceptance or refusal of a position and query the Employee database.

3.1 Register Employees

The Register Employees option retrives the Employee Register Screen. It is used to enroll eligible employees into the CSAI system enabling them to be matched to vacancies. This screen contains four blocks displayed on two different screen pages. The first block begins with the date field and ends with the human resources representative phone number field. The second block begins with the geographic location code field and ends with the state code field. On page two, the third block begins with the date field and ends with the grade field. The fourth block contains the option codes field.



fiq 25

LAST NAME is a required 20 character field. Enter the last name of the employee to enroll in the CSAI system and press "*Next Field*".

FIRST NAME is a required 15 character field. Enter the first name of the employee to enroll in the CSAI system and press "*Next Field*".

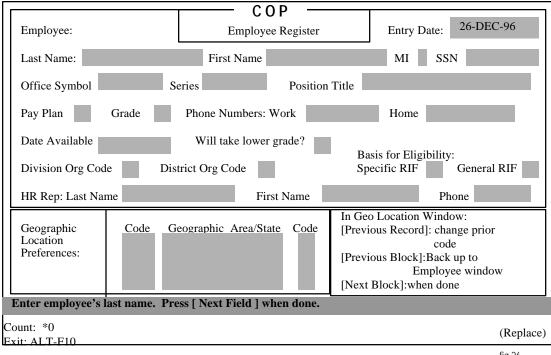


fig 26

MI is a required 1 character field. Enter the middle initial of the employee to enroll in the CSAI system and press "Next Field".

SSN is a required 9 character field. Enter the social security number (without hyphens) of the employee to enroll in the CSAI system and press "Next Field".

OFFICE SYMBOL is a required 15 character field. Enter the office symbol of the employee to enroll in the CSAI system and press "*Next Field*".

SERIES is a required 5 character field. Enter the current series of the employee to enroll in the CSAI system and press "Next Field". If the series entered is invalid a message is displayed and you will not be able to move to the next field until a valid entry is made. If the series is unknown press "List", F4 and select a series, and press "Next Field". This field is automatically populated if a "List", F4 selection is made in the position title field.

POSITION TITLE is a required 35 character scrollable field. Enter the current position title of the employee to enroll in the CSAI system and press "Next Field". If the position title entered is invalid a message is displayed and you will not be able to move to the next field until a valid entry is made. If the position title is unknown press "List", F4 and select a position title, and press "Next Field". This field will be automatically be populated if a "List", F4 selection is made in the series field.

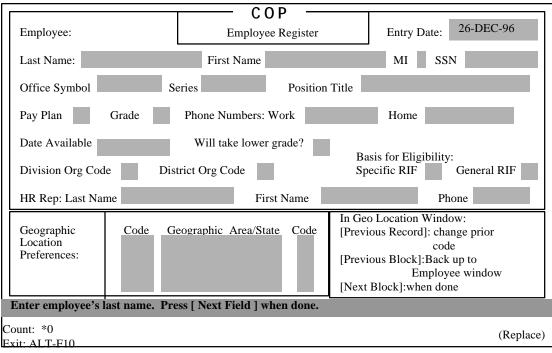


fig 27

PAY PLAN is a required 2 character field. Enter the pay plan of the employee to enroll in the CSAI system and press "*Next Field*". If the pay plan entered is invalid a message is displayed and you will not be able to move to the next field until a valid entry is made. If the pay plan is unknown press "*List*", *F4* and select a pay plan, and press "*Next Field*".

GRADE is a required 2 character field. Enter the grade (0-17) of the employee to enroll in the CSAI system and press "Next Field".

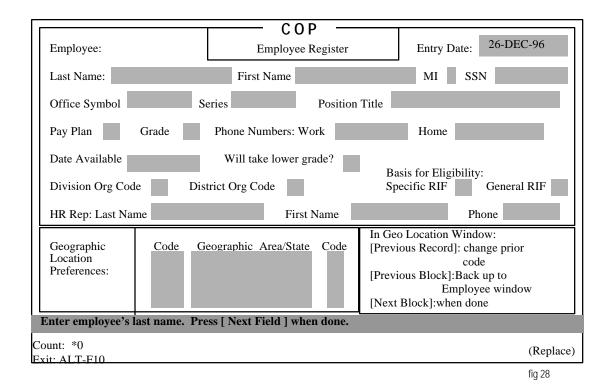
PHONE NUMBERS:

WORK is a 10 character field. Enter the work phone number of the employee to enroll in the CSAI system and press "*Next Field*".

HOME is a 10 character field. Enter the home phone number of the employee to enroll in the CSAI system and press "*Next Field*".

DATE AVAILABLE is a 9 character field. Enter the date the employee will be available to begin filling an available vacancy and press "*Next Field*" .

WILL TAKE LOWER GRADE is a required 1 character field. Enter a "Y" in this field if the employee will take a lower grade position and press "Next Field". Enter a "N" in this field if the employee will not take a lower grade position and press "Next Field".



DIVISION ORG is a required 2 character field. Enter the division organization code and press "Next Field". If the division organization code is invalid a message is displayed and you will not be able to move to the next field until a valid division organization code is entered. If the division organization code is unknown press "List", F4 and select a division organization code, and press "Next Field".

DISTRICT ORG CODE is a required 2 character field. Enter the district organization code and press "Next Field". If the district organization code is invalid a message is displayed and you will not be able to move to the next field until a valid district organization code is entered. If the district organization code is unknown press "List", F4 and select a district organization code, and press "Next Field".

BASIS FOR ELIGIBILITY: enter an "X" in one but not both of the following two fields.

SPECIFIC RIF is a 1 character field. Enter an "X" in this field only if the eligibility of the employee for the outplacement program is due to a specific reduction in force and press "*Next Field*".

GENERAL RIF is a 1 character field. Enter an "X" in this field only if the eligibility of the employee for the outplacement program is due to a general reduction in force and press "Next Field".

HUMAN RESOURCES REP:

LAST NAME is a 20 character field. Enter the last name of the human resources representative of the employee and press "*Next Field*".

FIRST NAME is a 15 character field. Enter the first name of the human resources representative of the employee and press "*Next Field*".

PHONE is a 10 character field. Enter the phone number of the human resources representative and press "Next Field".

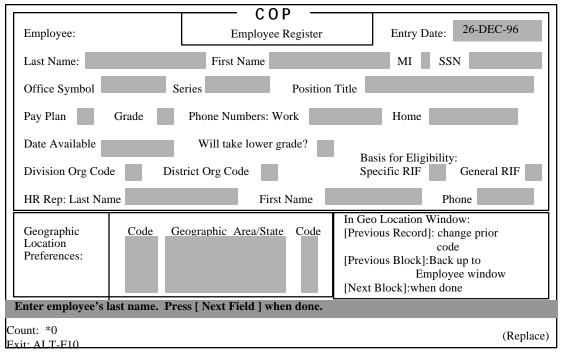


fig 29

GEOGRAPHIC LOCATION PREFERENCES:

CODE is a required 5 character field. Enter the geographic location code and press "*Next Field*", . If the geographic location code entered is invalid a message is displayed. If the geographic organization code is unknown press "*List*", *F4* and select a geographic location code and press "*Next Field*".

GEOGRAPHIC/STATE is a 20 character field. This field is automatically populated when a geographic location code is selected from the list utility.

STATE CODE is a 2 character field. This field is automatically populated when a geographic location code is selected from the list. After all geographic location codes have been entered press "Next Block", $\langle PgDn \rangle$ to display the second screen.

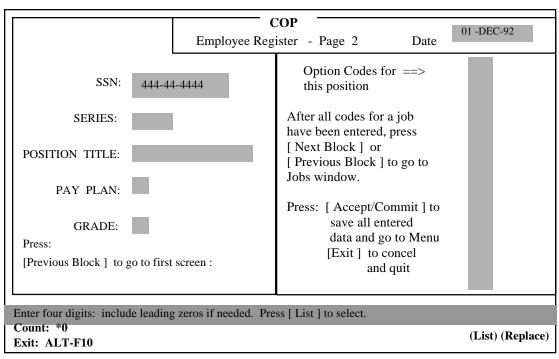


fig 30

SSN is a 9 character field. Displayed is the social security number of the employee that was entered on the previous page.

SERIES is a required 5 character field. Enter the series of job the employee is interested in and press "Next Field". If the series entered is invalid a message is displayed. If the series is unknown press "List", F4 and select a series, and then press "Next Field".

POSITION TITLE is a 35 character field. This field will be automatically be populated if a "*List*", *F4* selection is made in the series field.

PAY PLAN is a 2 character field. Enter the pay plan of the job the employee is interested in and press "Next Field". If the pay plan entered is invalid a message is displayed. If the pay plan is unknown press "List", F4 and select a pay plan, and press "Next Field".

GRADE is a 2 character field. Enter the grade (0-17) of the job the employee is interested in and press "Next Field".

OPTION CODES is a 3 character field. Enter the option codes for this position and press "Next Field". If the option code is invalid a message is displayed. If the option code entered is unknown press "List", F4 and select an option code, and press "Next Field". After all option codes have been entered press "Accept/Commit", <End> to save all information entered. Press the "Down Arrow" to enter another job series the employee is interested in.

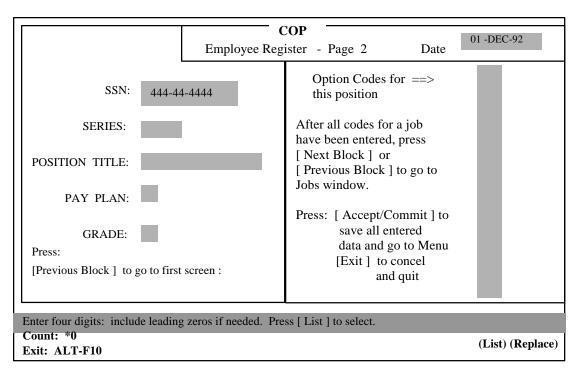


fig 31

NOTES:

Press "Clear Form" to erase all fields or "Exit", F10 to leave the Register Employees Screen. Press "Accept/Commit", <End> to save all entered data.

When "Accept/Commit", <End> is pressed a printout of the data entered will be generated the user must choose to print the data locally or send the information to the CEAP printer. Make your selection by entering a 1 or 2 when the following two lines are displayed and press "Enter", .

"Enter 1 to print. to your local printer Enter 2 to print to CEAP printer"

A message informing that the report is printing will be displayed. Press "*Enter*", to return to the Register Employees Screen.

3.2 Witdraw Employees

The Withdraw Employees option will retrieve the Employee Removal Screen. It is used to remove an employee from the CSAI system due to placement in a vacant position or a request from the employee.

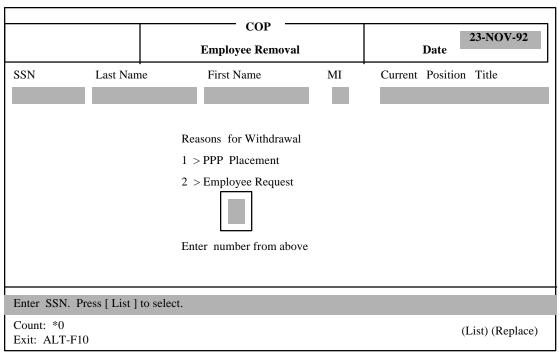


fig 32

SSN is a required 9 character field. Enter the social security number of the employee to remove from the CSAI system and press "Next Field". If the social security number entered is invalid a message is displayed. If the social security number is unknown press "List", F4, select a social security number, and press "Next Field". The system will automatically populate the rest of the fields with the associated data and move the Reasons for Withdrawal field.

LAST NAME is a 20 character field. Displayed is the last name of the employee associated with the social security number to be removed from the command outplacement system.

FIRST NAME is a 15 character field. Displayed is the first name of the employee associated with the social security number to be removed from the command outplacement system.

MI is a 1 character field. Displayed is the middle initial of the employee associated with the social security number to be removed from the command outplacement system.

CURRENT POSITION TITLE is a 35 character scrollable field. Displayed is the position title of the employee to remove from the command outplacement system.

REASONS FOR WITHDRAWAL is a 1 character field. Enter the number of reason the employee is being removed from the CSAI system and press "*Next Field*". The system will respond with a confirmation screen. Enter a "Y" to continue and press "*Enter*", to delete the employee information. If it not the correct data to be deleted enter a "N" and press "*Next Field*" and then "*Exit*", *F10* to leave the employee information in the database.

3.3 Record Offers

The Record Offers option retrieves the Employee's Acceptance or Refusal of an Offered Position Screen. It is used to record an employee acceptance/refusal of a vacant position. This screen contains three blocks. The first block begins with the date field and ends with the vacancy grade field. The second block begins with the social security number field and ends with the employee's grade field. The third block begins with the offer date and ends with the Y/N flag.

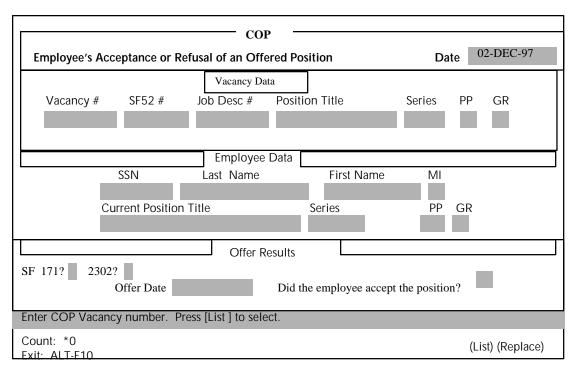


fig 33

VACANCY # is a 10 character field. Enter the vacancy number and press "Next Field" to retrieve the vacancies data for the record that matches the vacancy number entered. If the vacancy number is unknown press "List", F4 and select a vacancy number, and press "Next Field" to query the database. The rest of the fields in this block will automatically be populated when data is retrieved from the list utility. The cursor then move to the next block

SF 52 # is a 20 character scrollable field. Enter the SF 52 number and press "*Next Field*" to retrieve the employees who match the selected vacancy. If the SF 52 number is unknown press "*List*", *F4* and select a SF 52 number, and press "*Next Field*" to query the database. The rest of the fields in this block will automatically be populated when data is retrieved from the list utility. The cursor then move to the next block

JOB DESC # is a 20 character scrollable field. Enter the job description number and press "Next Field" to retrieve the data for employees who match the selected vacancy. If the job desc number is unknown press "List", F4 and select a job desc number, and press "Next Field". Press "Previous Field" to return to the SF 52 number field. The rest of the fields in this block will automatically be populated when data is retrieved from the list utility. The cursor then move to the next block

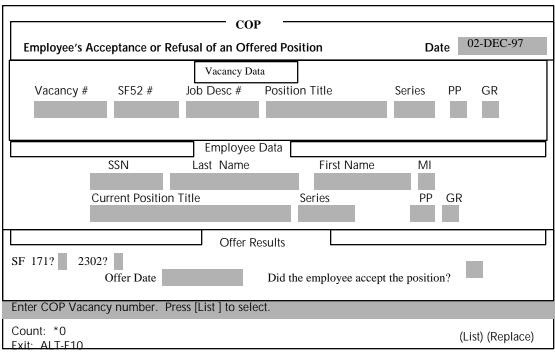


fig 34

POSITION TITLE is a 35 character scrollable field. Displayed is the position title associated with the query field.

SERIES is a 5 character field. Displayed is the series associated with the query field.

PAY PLAN is a 2 character field. Displayed is the pay plan associated with the query field.

GRADE is a 2 character field. Displayed is the grade (o-17) associated with the query field.

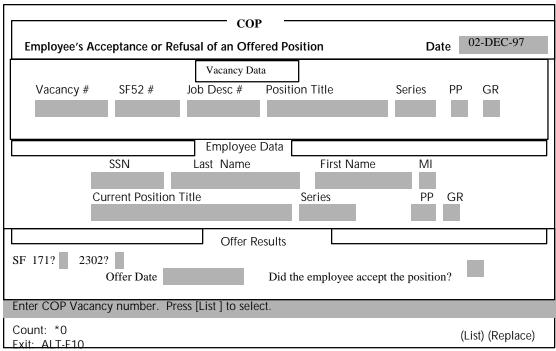
SSN is a 9 character field. Enter the social security number of the employee the vacant position is being offered to and press "Next Field". If the social security number entered is invalid a message is displayed. If the social security number is unknown press "List", F4, select a social security number, and press "Next Field".

LAST NAME is a 20 character field. Displayed is the last name of the employee associated with the social security number who is being offered the vacant position.

FIRST NAME is a 15 character field. Displayed is the first name of the employee associated with the social security number who is being offered the vacant position.

MI is a 1 character field. Displayed is the middle initial of the employee associated with the social security number who is being offered the vacant position.

CURRENT POSITION TITLE is a 35 character scrollable field. Displayed is the current position title of the employee associated with the social security number who is being offered the vacant position.



SERIES is a 5 character field. Displayed is the series of the employee associated with the social security number who is being offered the vacant position.

PAY PLAN is a 2 character field. Displayed is the pay plan of the employee associated with the social security number who is being offered the vacant position.

GRADE is a 2 character field. Displayed is the grade of the employee associated with the social security number who is being offered the vacant position.

SF 171? Is a 1 character field. Enter a "Y" if form 171 has been filled out by the employee and press "Next Field". Enter a "N" if form 171 has not been filled out by the employee and press "Next Field".

2302? is a 1 character field. Enter a "Y" if form 2302 has been filled out by the employee and press "Next Field". Enter a "N" if form 2302 has not been filled out by the employee and press "Next Field".

OFFER DATE is a 9 character field. Press "Next Field" to accept the default date. If the date displayed is incorrect, enter a new date and press "Next Field".

DID THE EMPLOYEE ACCEPT THE POSITION - "Y/N" is a 1 character field. Enter a "Y" if the employee accepted the position offered. Enter a "N" if the employee did not accept the position offered. Press "*Accept/Commit*", *<End>* to enter the offer information in the database.

3.4. Query Employees

The Query Employees option retrieved the Employee Details screen and is used to query the Employee database based on the Employee Social Security Number. This screen contains two blocks. The first block begins with the date field and ends with the change field. The second block contains the geographic codes field. It will display all data entered for that employee registered in the system.

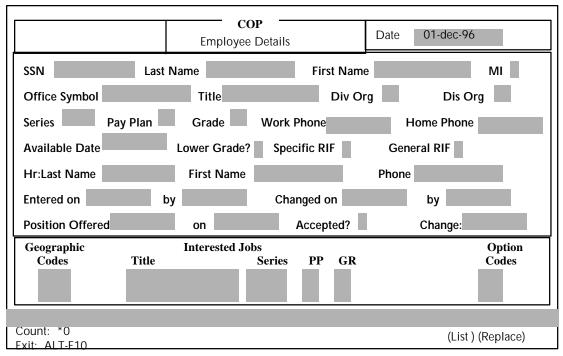


fig 36

SSN is a 9 character field. Press "*Enter Query*", *F3* **first** then enter the social security number of the employee to be remove from the CSAI system and press "*Execute Query*", *F2*. If the social security number entered is invalid a message is displayed. If the social security number is unknown press "*List*", *F4*, select a social security number, and press "*Next Field*".

NOTES

The "Enter Query", F3 key must be press prio to typing in the SSN.

LAST NAME is a 20 character field. Displayed is the last name of the employee associated with the social security number.26

FIRST NAME is a 15 character field. Displayed is the first name of the employee associated with the social security number.

MI is a 1 character field. Displayed is the middle initial of the employee associated with the social security number.

OFFICE SYMBOL is a 15 character field. Displayed is the office symbol of the employee.

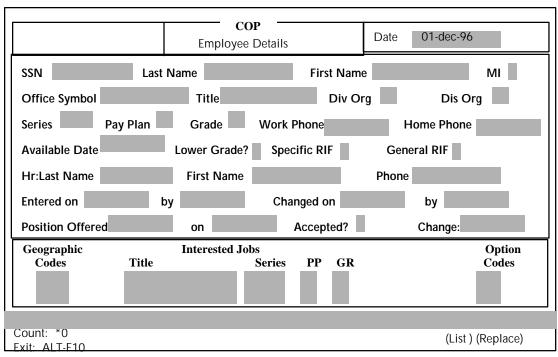


fig 37

POSITION TITLE is a 35 character scrollable field. Displayed is the position title associated with the query field.

DIV ORG is a 2 character field. Displayed is the district organization code of the employee associated with the social security number.

DIS ORG is a 2 character field. Displayed is the district organization code of the employee associated with the social security number.

SERIES is a 5 character field. Displayed is the pay plan of the employee associated with the social security number.

PAY PLAN is a 2 character field. Displayed is the pay plan of the employee associated with the social security number.

GRADE is a 2 character field. Displayed is the grade (o-17) of the employee associated with the social security number.

WORK is a 10 character field. Displayed is the work phone number of the employee associated with the social security number.

HOME is a 10 character field. Displayed is the home phone number of the employee associated with the social security number.

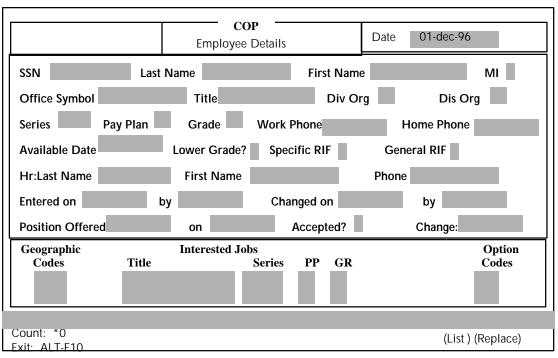


fig 38

AVAILABLE DATE is a 9 character field. Displayed is the date the employee will be available to begin filling an available vacancy.

LOWER GRADE? Is a 1 character field. Displayed is a "Y" in this field if the employee will take a lower grade position and press "*Next Field*". Displayed is a "N" in this field if the employee will not take a lower grade position and press "*Next Field*".

SPECIFIC RIF is a 1 character field. Displayed is an "X" in this field only if the eligibility of the employee for the outplacement program is due to a specific reduction in force and press "Next Field".

GENERAL RIF is a 1 character field. Displayed is an" X" in this field only if the eligibility of the employee for the putplacement program is due to a general reduction in force and press "Next Field".

HUMAN RESOURCES REP:

LAST NAME is a 20 character field. Displayed is the last name of the human resources representative of the employee.

FIRST NAME is a 20 character field. Displayed is the first name of the human resources representative of the employee.

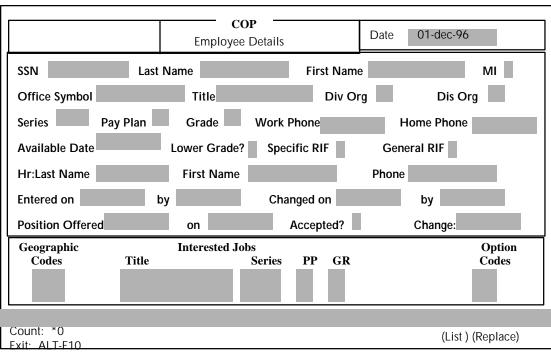


fig 39

PHONE is a 10 character field. Displayed is the phone number of the human resources representative of the employee.

ENTERED ON is a 9 character field. Displayed is the date the employee was entered in the command outplacement system.

BY is a 12 character field. Displayed is the userid of the user who entered the vacancy into the CSAI system.

CHANGED ON is a 9 character field. Displayed is the date that the last changes were made to the employee record.

BY is a 12 character field. Displayed is the userid of the user who made the last changes to the employee record.

POSITION OFFERED is a 35 character scrollable field. Displayed is the position title the employee was offered.

ON is a 9 character field. Displayed is the date the employee was offered the position.

ACCEPTED is a 1 character field. Displayed is a "Y" if the employee accepted the position offered. Displayed is a "N" if the employee did not accept the position offered.

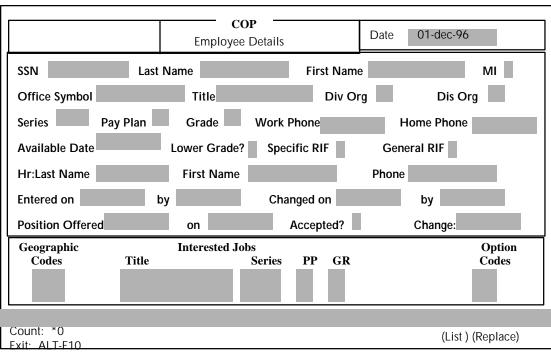


fig 40

CHANGE is a 12 character field. Displayed is the action taken the last time changes were made to the employee record.

GEOGRAPHIC CODES is a 5 character field. Displayed is the geographic location code.

POSITION TITLE is a 35 character scrollable field. Displayed is the current position title of the employee.

SERIES is a 5 character field. Displayed is the series of the employee associated with the social security number.

PAY PLAN is a 2 character field. Displayed is the pay play of the employee associated with the social security number.

GRADE is a 2 character field. Displayed is the grade (0-17) of the employee associated with the social security number.

OPTION CODES is a 3 character field. Displayed are the option codes for this position.

NOTES

Press "Exit", F10 to leave the Query Employees Screen.

3.5 Maintenance

Maintenance is provided with the Employee Functions to update/change personal records, job records, and geographical tables

3.5.1 BASIC

The Basic option retrieves the Employee Basic Data Maintenance Screen is used to update or change basic information about an Employee's personal records based on their social security number.

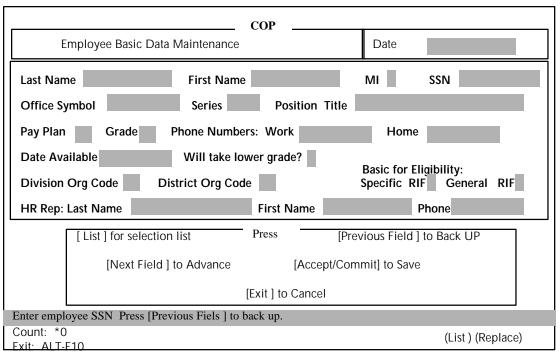


fig 41

LAST NAME is a 20 character field. Displayed is the last name of the employee associated with the social security number press "Next Field" to accept this information. Press "Clear Field", F6, enter the corrected last name and press "Next Field" to change this information.

FIRST NAME is a 15 character field. Displayed is the first name of the employee associated with the social security number press "Next Field" to accept this information. Press "Clear Field", F6, enter the corrected first name and press "Next Field" to change this information.

MI is a 1 character field. Displayed is the middle initial of the employee associated with the social security number press "Next Field" to accept this information. Press "Clear Field", F6, enter the corrected middle initial and press "Next Field" to change this information.

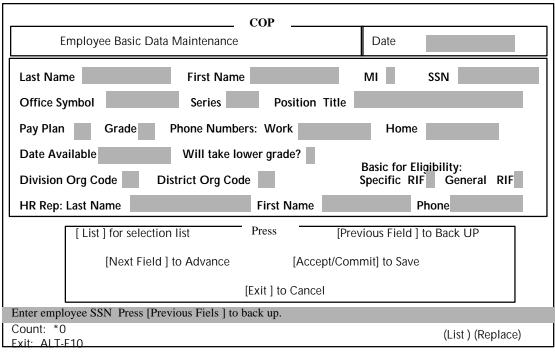


fig 42

SSN is a required 9 character field. When you enter this form the cursor will begin with this field and is required. Enter the social security number of the employ to retrieve basic information for and press "Next Field". If the social security number entered is invalid a message is displayed. If the social security number is unknown press "List", F4, select a social security number, and press "Next Field".

OFFICE SYMBOL is a 15 character field. Displayed is the office symbol of the employee associated with the social security number press "Next Field" to accept this information. Press "Clear Field", F6, enter the corrected office symbol and press "Next Field" to change this information.

SERIES is a 5 character field. Displayed is the series of the employee associated with the social security number press "*Next Field*" to change this information. If the series entered is invalid a message is displayed. If the series is unknown press "*List*", *F4* and select a series, and press "*Next Field*".

POSITION TITLE is a 35 character scrollable field. Displayed is the position title of the employee associated with the social security number press "Next Field" to accept this information. Press "Clear Field", F6, enter the corrected position title and press "Next Field" to change this information. If the position title is unknown press "List", F4 and select a position title, and press "Next Field".

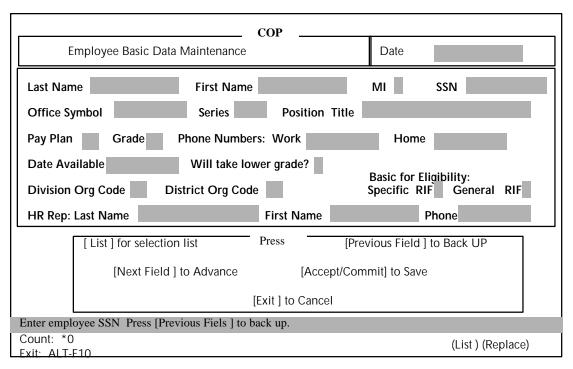


fig 43

PAY PLAN is a 2 character field. Displayed is the pay plan of the employee associated with the social security number press "Next Field" to accept this information. Press "Clear Field", F6, enter the corrected pay plan and press "Next Field" to change this information. If the pay plan entered is invalid a message is displayed. If the pay plan is unknown press "List", F4 and select a pay plan, and press "Next Field".

GRADE is a 2 character field. Displayed is the grade (0-17) of the employee associated with the social security number press "Next Field" to accept this information. Press "Clear Field", F6, enter the corrected grade and press "Next Field" to change this information.

PHONE NUMBERS:

WORK is a 10 character field. Displayed is the work phone number of the employee associated with the social security number press "Next Field" to accept this information. Press "Clear Field", F6, enter the corrected work phone number and press "Next Field" to change this information.

HOME is a 10 character field. Displayed is the home phone number of the employee associated with the social security number press "Next Field" to accept this information. Press "Clear Field", F6, enter the corrected home phone number and press "Next Field" to change this information.

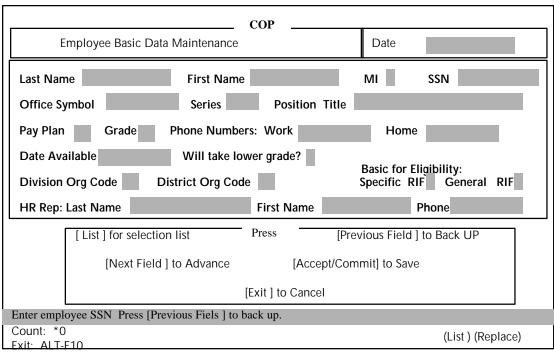


fig 44

DATE AVAILABLE is a 9 character field. Displayed is the date the employee will be available to begin filling a vacancy position press "Next Field" to accept this information. Press "Clear Field", F6, enter the corrected date available and press "Next Field" to change this information.

WILL TAKE LOWER GRADE is a 1 character field. Displayed is a "Y" in this field if the employee will take a lower grade position. Displayed is a "N" in this field if the employee will not take a lower grade position. Press "Next Field" to accept this information. Press "Clear Field", F6, enter the corrected answer and press "Next Field" to change this information.

DIVISION ORG CODE is a 2 character field. Displays is the division organization code of the employee associated with the social security number press "Next Field" to accept this information. Press "Clear Field", F6, enter the corrected division organization code and press "Next Field" to change this information.

DISTRICT ORG CODE is a 2 character field. Displayed is the district organization code of the employee associated with the social security number press "Next Field" to accept this information. Press "Clear Field", F6, enter the corrected district organization code and press "Next Field" to change this information.

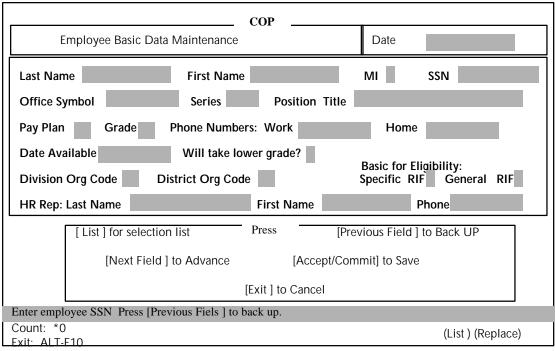


fig 45

BASIS FOR ELIGIBILITY: Displayed is an "X" in one but not both of the following two fields.

SPECIFIC RIF is a 1 character field. Displayed is an "X" in this field only if the eligibility of the employee for the outplacement program is due to a specific reduction in force press "Next Field" to accept this information. Press "Clear Field", F6 then press "Next Field" to change this information.

GENERAL RIF is a 1 character field. Displayed is an "X" in this field only if the eligibility of the employee for the outplacement program is due to a general reduction in force press "Next Field" to accept this information. Press "Clear Field", F6 then press "Next Field" to change this information.

HUMAN RESOURCES REP:

LAST NAME is a 20 character field. Displayed is the last name of the human resources representative of the employee press "Next Field" to accept this information. Press "Clear Field", F6, enter the corrected human resources representative last name and press "Next Field" to change this information.

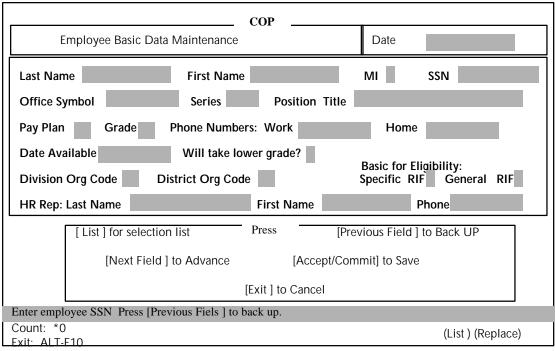


fig 46

FIRST NAME is a 20 character field. Displayed is the first name of the human resources representative of the employee press "Next Field" to accept this information. Press "Clear Field", F6, enter the corrected human resources representative first name and press "Next Field", to change this information.

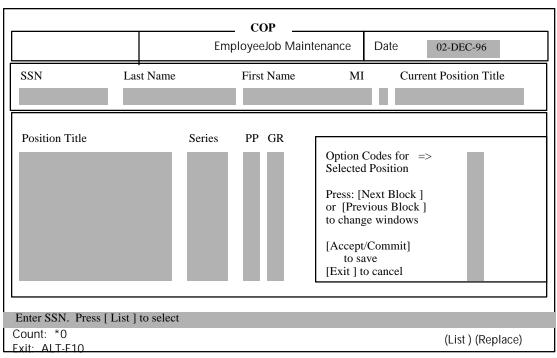
PHONE is a 10 character field. Displayed is the phone number of the human resources representative press "Next Field" to accept this information. Press "Clear Field", F6, enter the corrected human resources representative phone number and press "Next Field" to change this information.

NOTES:

When all employee information has been changed/updated press "Accept/Commit", <End> to save these changes. Press "Exit", F10 to leave the basic maintenance screen without saving any changes.

3.5.2 Jobs

The Jobs option retrieves the Employee Job Screen. It is used to update or change employee job information records based on the employee social security number.



SSN is a required 9 character field. Enter the social security number of the employee to retrieve job information for and press "Next Field". If the social security number entered is invalid a message is displayed. If the social security number is unknown press "List", F4, select a social security number, and press "Next Field".

LAST NAME is a 20 character field. Displayed is the last name of the employee associated with the social security number.

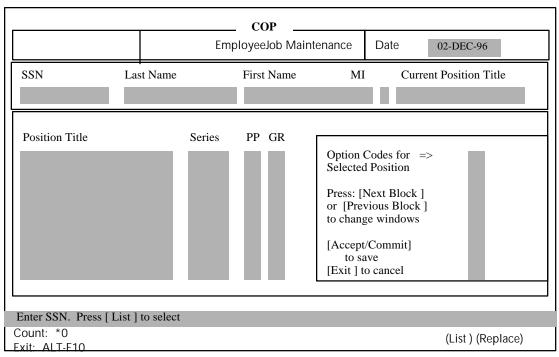
FIRST NAME is a 15 character field. Displayed is the first name of the employee associated with the social security number.

MI is a 1 character field. Displayed is the middle initial of the employee associated with the social security number.

CURRENT POSITION TITLE is a 35 character scrollable field. Displayed is the position title of the employee associated with the social security number.

POSITION TITLE is a required 35 character scrollable field. Enter the position title of the job to add or delete and press "Next Field" to move to the series field. If the position title is invalid a message is displayed. If the position title is unknown press "List", F4 and select a position title, press "Next Record" to move to the next record. Press "Delete Record", Shift-F5 to remove a position title from the list.

SERIES is a 5 character field. Automatically populates when the position title is selected from the list utility. Enter the series of the job to enter or delete and press "Next Field" to move to the pay plan field. If the series is invalid a message is displayed. If the series is unknown press "List", F4 and select a series. Press "Clear Field", F6 to remove a series from the record.



PP is a required 2 character field. Enter the pay plan of the job to enter or delete and press "*Next Field*" to move to the grade field. If the pay plan is invalid a message is displayed. If the pay plan is unknown press "*List*", *F4* and select a pay plan. Press "*Clear Field*", *F6* to remove a pay plan from the record.

GR is a required 2 character field. Enter the grade of the job to enter or delete and press "Next Field" to move to the option codes field. Press "Clear Field", F6 to remove a grade from the record.

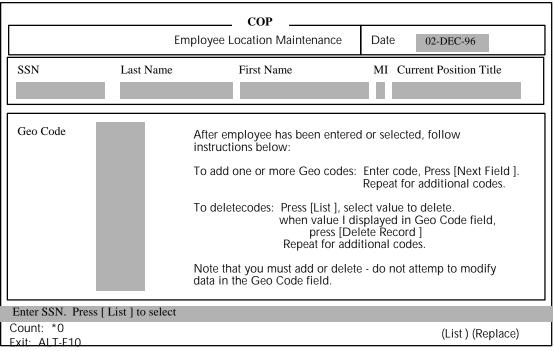
OPTION CODES is a required 3 character field. Enter the option codes for this record and press "Next Field". If the option code is invalid a message is displayed. If the option code entered is unknown press "List", F4 and select an option code, and press "Next Field". Press "Next Block", <PgDn> to return to the position title field. Press "Clear Field", F6 to delete the option code from the record.

NOTES

After all changes have been made press "Accept/Commit", <End> to save all information changed. Press "Exit", F10 to leave the Jobs Screen without saving any changes.

3.5.3 Geo

The Geo option retrieves the Employee Location Maintenance Screen and is used to add/delete employee geographical codes based on the employee social security number.



SSN is a 9 character field. Enter the social security number of the employee to retrieve geographical information for and press "*Next Field*". If the social security number entered is invalid a message is displayed. If the social security number is unknown press "*List*", *F4*, select a social security number, and press "*Next Field*".

LAST NAME is a 20 character field. Displayed is the last name of the employee associated with the social security number.

FIRST NAME is a 15 character field. Displayed is the first name of the employee associated with the social security number.

MI is a 1 character field. Displayed is the middle initial of the employee associated with the social security number.

CURRENT POSITION TITLE is a 35 character scrollable field. Displayed is the position title of the employee associated with the social security number.

GEO CODE is a 5 character field. Enter or delete a geographic location code for the employee and press "Next Field". If the geographic location code entered is invalid a message is displayed. If the geographic organization code is unknown press "List", F4 and select a geographic location to add to the list of acceptable geographic location codes. Press "Delete Record", Shift-F5 to remove a geographic location code from the list of acceptable codes.

APPENDIX A - FUNCTION KEYS

ACTION KEYS:

F6 CLEAR FIELD clear the contents of the

current field, beginning at the current cursor

position.

F5 CLEAR RECORD clears all the fields of the

current block.

Backspace/del DELETE BACKWARD deletes the character

to the left of the current cursor position

SHIFT F5 DELETE RECORD deletes a retrieved record

from the screen and the data base. Records are

not permanently deleted until you save you

changes to the data base.

F3 EXECUTE QUERY clears the current

block/form and retrieves all records from the

data base table referenced by the block.

F10 EXIT exits the current form and returns to the

system command prompt.

INSERT/REPLACE switches between Insert

character mode and Replace character mode.

F4 LIST, if available, displays possible values for

the current field.

END ACCEPT/COMMIT writes into the data base

all changes made since the last Accept/commit.

CURSOR MOVEMENT KEYS:

DOWN ARROW DOWN moves the cursor to the same field in

the next record. If the next record is a new record, DOWN moves the cursor to the first

field of the new record.

LEFT ARROW LEFT moves the cursor one character to the

left (within the field).

SHIFT-F3 PREVIOUS BLOCK moves the cursor to the

previous block in the form.

SHIFT-TAB PREVIOUS FIELD moves the cursor to the

previous enterable field in the current record.

PAGE UP PREVIOUS BLOCK moves the cursor to the

previous block of the current screen.

PAGE DOWN NEXT BLOCK moves th cursor to the next

block in the form.

TAB, ENTER NEXT FIELD moves the cursor to the next

enterable field in the current record.

PAGE DOWN NEXT BLOCK moves the cursor to the next

block on the current screen.

RIGHT ARROW RIGHT moves the cursor one character to the

right (within the field).

UP ARROW UP moves the cursor to the same field in the

previous record. (Query screens only)

DISPLAY KEYS:

SHIFT-F10 DISPLAY ERROR displays error information

and/or advanced help information for the field

where the last error occurred.

F4 LIST VALUES, if available, displays possible

values for the current field.

SHIFT -F9 PRINT

F8 SHOW FUNCTION KEYS displays the

function key assignments currently in effect for

the form displayed.

APPENDIX B - EROC CODES

Codes sorted by division/district:

Eroc/Org Code	Location
S0	HQUSACE
$\mathbf{V0}$	HQUSACE
S8	HQUSACE
S9	HQUSACE
W3	ENG HOUSING SUP CNTR
$\mathbf{A0}$	HUNTSVILLE DIVISION
B0	LOWER MS VALLEY DIV
B1	MEMPHIS DISTRICT
B2	NEW ORLEANS DISTRICT
B3	ST LOUIS DISTRICT
B4	VICKSBURG DISTRICT
C0	MISSOURI RIVER DIV
C1	KANSAS CITY DISTRICT
C2	OMAHA DISTRICT
D 0	NEW ENGLAND DIVISION
E0	NORTH ATLANTIC DIV
X1	ENG ACTIVITY CAP ARE
E1	BALTIMORE DISTRICT
E3	NEW YORK DISTRICT
E4	NORFOLD DISTRICT
E5	PHILADELPHIA DIST
F0	NORTH CENTRAL DIV
F1	BUFFALO DISTRICT
F2	CHICAGO DISTRICT
F3	DETROIT DISTRICT
F4	ROCK ISLAND DISTRICT
F5	ST PAUL DISTRICT
G0	NORTH PACIFIC DIV
G1	ALASKA DISTRICT
G2	PORTLAND DISTRICT
G3	SEATTLE DISTRICT
G4	WALLA WALLA DISTRICT
H0	OHIO RIVER DIVISION
H1	HUNTINGTON DISTRICT

H2 LOUISVILLE DISTRICT **H3** NASHVILLE DISTRICT **H4** PITTSBURG DISTRICT J0 PACIFIC OCEAN DIV J1 FAR EAST DISTRICT **J2** JAPAN DISTRICT **J3** HONOLULU DISTRICT $\mathbf{K0}$ SOUTH ATLANTIC DIV **K2 CHARLESTON DISTRICT K3 JACKSONVILLE DIST K8** JACKSONVILLE DIST **K5** MOBILE DISTRICT **K9** MOBILE DISTRICT **K6** SAVANNAH DISTRICT **K7** WILMINGTON DISTRICT L0**SOUTH PACIFIC DIV** L1 LOS ANGELES DISTRICT **L2** SACRAMENTO DISTRICT **L3** DAN FRANCICO DIST M0**SOUTHWESTERN DIV M1** ALBUQUEROUE DISTRICT **M2** FORT WORTH DISTRICT **M3** GALVESTON DISTRICT **M4** LITTLE ROCK DISTRICT **M5 TULSA DISTRICT** N0 TRANS ATLANTIC DIV **N1 EUROPE DISTRICT** QQ WATER RSRCS SUP CTR $\mathbf{O2}$ HYDROLOGIC ENG CTR W5 **THAMA** U1TOPOGRAPHIC ENG CTR U2**COLD REGIONS RES LAB U3 COLD ENG RES LAB U4** WATERWAYS EXP STATION **W2 HUMPHREYS ENG CTR SA**

W5

W7

MARINE DESIGN CENTER

CTR FOR INFO ENG

APPENDIX C - LOCATION CODES

CODE	DESCR	AB
L1056	ALABAMA	\mathbf{AL}
L1057	ANNISTON ARMY DEPOT	\mathbf{AL}
L1058	CHILDERSBURG	\mathbf{AL}
L1059	FORT MCCLELLAN	\mathbf{AL}
L1060	FORT RUCKER	\mathbf{AL}
L1061	HUNTSVILLE-REDSTONE	\mathbf{AL}
L1062	MOBILE	\mathbf{AL}
L1063	MONTGOMERY	\mathbf{AL}
L1065	ALASKA	AK
L1066	ANCHORAGE	AK
L1067	FORT GREELEY	AK
L1068	FORT RICHARDSON	AK
L1069	FORT WAINWRIGHT	AK
L1071	ARIZONA	AZ
L1072	FORT HUACHUCA	AZ
L1073	PHOENIX	AZ
L1074	YUMA PROVING GROUND	AZ
L1076	ARKANSAS	AR
L1077	FORT CHAFFEE	AR
L1078	LITTLE ROCK	AR
L1079	PINE BLUFF	AR
L1081	CALIFORNIA	CA
L1082	ALAMEDA	CA
L1083	CAMP ROBERTS	CA
L1084	EDWARDS AIR FORCE BASE	CA
L1085	FORT BAKER	CA
L1086	FORT IRWIN	CA
L1087	FORT MACARTHUR	CA
L1088	FORT ORD	CA
L1089	LAGUNA NIGUEL	CA
L1090	LOS ANGELES	CA
L1091	MONTEREY	CA
L1092	OAKLAND	CA
L1093	REDWOOD CITY	CA
L1094	RIVERBANK	CA
L1095	SACRAMENTO	CA
L1096	SAN BERNARDINO	CA
L1097	SAN FRANCISCO	CA
L1098	SANTA ANA	CA
L1099	SHARPE ARMY DEPOT	CA
L1100	SIERRA ARMY DEPOT	CA
L1101	TRACY DEFENSE DEPOT	CA
L1102	TRAVIA AIR FORCE BASE	CA
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L1104	COLORADO	CO
L1105	AURORA-FITSSIMONS	CO
L1106	DENVER	CO
L1107	FORT CARSON	CO
L1108	PUEBLO ARMY DEPOT	CO
L1109	ROCKY MOUNTAIN ARSENAL	CO
L1111	CONNECTICUT	CT
L1112	NEW HAVEN	CT
L1114	DELAWARE	DE
L1116	FLORIDA	\mathbf{FL}
L1117	JACKSONVILLE	\mathbf{FL}
L1118	HOMESTEAD	\mathbf{FL}
L1119	MIAMI	\mathbf{FL}
L1120	ORLANDO	\mathbf{FL}
L2003	GEORGIA	GA
L2004	ATLANTA	GA
L2005	CAMP MERRILL	GA
L2006	COLUMBUS	GA
L2007	FORT BENNING	GA
L2008	FORT GILLEM	GA
L2009	FORT GORDON	GA
L2010	FORT MCPHERSON	GA
L2011	FORT STEWART	GA
L2012	HUNTER AIR FORCE BASE	GA
L2013	SAVANNAH	GA
L2015	HAWAII	HI
L2016	HONOLULU	HI
L2017	SCHOFIELD BARRACKS	HI
L2019	IDAHO	ID
L2021	ILLINOIS	IL
L2022	CHAMPAIGN	IL
L2023	CHICAGO	IL
L2024	FORT SHERIDAN	IL
L2025	GRANITE CITY	IL
L2026	JOLLIET	IL
L2027	PEORIA	IL
L2028	ROCK ISLAND	IL
L2029	SAVANNA	IL
L2031	INDIANA	IN
L2032	CRANE	IN
L2033	CHARLESTOWN	IN
L2034	FORT BENJAMIN HARRISON	IN
L2035	INDIANAPOLIS	IN
L2036	JEFFERSON PROVING GROUND	IN
L2037	NEWPORT	IN
L2039	IOWA	IA
L2040	DAVENPORT	IA
L2041	DES MOINES	IA
L2042	MIDDLETOWN	IA
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L2044	KANSAS	KS
L2045	DESOTO	KS
L2046	FORT LEAVENWORTH	KS
L2047	FORT RILEY	KS
L2048	PARSONS	KS
L2049	TOPEKA	KS
L2051	KENTUCKY	KY
L2052	FORT CAMPBELL	KY
L2053	FORT KNOX	KY
L2054	LEXINGTON	KY
L2055	LOUISVILLE	KY
L2057	LOUISIANA	LA
L2058	FORT POLK	LA
L2059	NEW ORLEANS	LA
L2060	IASHREVEPORT	LA
L2062	MAINE	ME
L2064	MARYLAND (OUTSIDE D.C.)	MD
L2065	ABERDEEN PROVING GROUND	MD
L2066	BALTIMORE	MD
L2067	COLUMBIA	MD
L2068	EDGEWOOD ARSENAL	MD
L2069	FORT DETRICK	MD
L2070	FORT MEADE	MD
L2071	FORT RITCHIE	MD
L2072	LINTHICUM HEIGHTS	MD
L2072 L2074	MASSACHUSETTS	MA
L2075	BOSTON	MA
L2076	FORT DEVENS	MA
L2077	NATICK	MA
L2077	WALTHAM	MA
L2078 L2079	WATERTOWN	MA
L2079 L2081	MICHIGAN	MI
L2081 L2082	DETROIT	MI
L2082 L2083	LANSING	MI
L2083 L2084	SELFRIDGE AIR FORCE BASE	MI
L2084 L2085	WARREN	
		MI
L2087	MINNESOTA	MN
L2088	FORT SNELLING	MN
L2089	MINNEAPOLIS	MN
L2090	NEW BRIGHTON	MN
L2091	ST. PAUL	MN
L2093	MISSISSIPPI	MS
L2094	JACKSON	MS
L2095	PICAYNE	MS
L2096	VICKSBURG	MS
L2098	MISSOURI	MO
L2099	FORT LEONARD WOOD	MO
L2100	INDEPENDENCE	MO
L2101	KANSAS CITY	MO

L2102	ST. LOUIS	MO
L2104	MONTANA	MT
L2106	NEBRASKA	NE
L2107	GRAND ISLAND	NE
L2108	OMAHA	NE
L2110	NEVADA	NV
L2111	HAWTHORNE	NV
L2113	NEW HAMPSHIRE	NH
L2114	CONCORD	\mathbf{NH}
L2115	HANOVER	NH
L3003	NEW JERSEY	NJ
L3004	BAYONNE	NJ
L3005	DOVER (PICATTINY ARSENAL)	NJ
L3006	FORT DIX	NJ
L3007	FORT MONMOUTH	NJ
L3008	LAKEHURST	NJ
L3009	NEWARK	NJ
L3011	NEW MEXICO	NM
L3012	ALBUQUERQUE	NM
L3013	WHITE SANDS MISSILE RANGE	NM
L3015	NEW YORK	NY
L3016	ALBANY	NY
L3017	BUFFALO	NY
L3018	FORT DRUM	NY
L3019	FORT HAMILTON	NY
L3020	HANCOCK	NY
L3021	LONG ISLAND	NY
L3022	NEWBURGH	NY
L3023	NEW YORK CITY	NY
L3024	NIAGARA FALLS	NY
L3025	SENECA ARMY DEPOT	NY
L3026	STEWART AIR FORCE BASE	NY
L3027	SYRACUSE	NY
L3028	WATERVLIET	NY
L3029	WEST POINT	NY
L3031	NORTH CAROLINA	NC
L3032	CHARLOTTE	NC
L3033	FAYETTEVILLE	NC
L3034	FORT BRAGG	NC NC
L3035	RALEIGH	NC NC
L3036	RESEARCH TRIANGLE PARK	NC NC
L3037	SUNNY POINT TERMINAL	NC NC
L3038	WILMINGTON	NC NC
L3040	NORTH DAKOTA	ND
L3041	FARGO	ND
L3041 L3043	OHIO	OH
L3043 L3044	CINCINNATI	OH
L3045	CLEVELAND	OH
L3045 L3046	COLUMBUS	OH
レンサリ	COLUMBUS	ОП

L3047	LIMA	OH
L3048	RAVENNA	OH
L3050	OKLAHOMA	OK
L3051	FORT SILL	OK
L3052	MCALESTER	OK
L3053	OKLAHOMA CITY	OK
L3054	TULSA	OK
L3056	OREGON	OR
L3057	PORTLAND	OR
L3058	UMATILLA	OR
L3060	PENNSYLVANIA	PA
L3061	CARLISLE BARRACKS	PA
L3062	CHAMBERSBURG	PA
L3063	FORT INDIANTOWN GAP	PA
L3064	FRANKFORD ARSENAL	PA
L3065	HARRISBURG	PA
L3066	N. CUMBERLAND ARMY DEPOT	PA
L3067	OAKDALE	PA
L3068	PHILADELPHIA	PA
L3069	PITTSBURGH	PA
L3070	SCRANTON	PA
L3071	TOBYHANNA ARMY DEPOT	PA
L3073	RHODE ISLAND	RI
L3075	SOUTH CAROLINA	SC
L3076	CHARLESTON	SC
L3077	COLUMBIA	SC
L3078	FORT JACKSON	SC
L3080	SOUTH DAKOTA	SD
L3081	SOUIX FALLS	SD
L3083	TENNESSEE	TN
L3084	CHATTANOOGA	TN
L3085	KINGSPORT	TN
L3086	MEMPHIS	TN
L3087	MILAN	TN
L3088	NASHVILLE	TN
L3090	TEXAS	TX
L3091	CORPUS CHRISTI	TX
L3092	DALLAS	TX
L3093	EL PASO	TX
L3094	FORT BLISS	TX
L3095	FORT HOOD	TX
L3096	FORT SAM HOUSTON	TX
L3097	FORT WORTH	TX
L3098	GALVESTON	TX
L3099	HOUSTON	TX
L3100	MARSHALL	TX
L3101	RED RIVER ARMY DEPOT	TX
L3102	SAN ANTONIO	TX
L3103	TEXARKANA	TX
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L3105	UTAH	\mathbf{UT}
L3106	DUGWAY PROVING GROUND	\mathbf{UT}
L3107	FORT DOUGLAS	\mathbf{UT}
L3108	SALT LAKE CITY	\mathbf{UT}
L3109	TOOELE ARMY DEPOT	\mathbf{UT}
L3111	VERMONT	$\mathbf{V}\mathbf{T}$
L3112	BURLINGTON	$\mathbf{V}\mathbf{T}$
L4003	VIRGINIA (OUTSIDE D.C.)	$\mathbf{V}\mathbf{A}$
L4004	CHARLOTTESVILLE	$\mathbf{V}\mathbf{A}$
L4005	FORT A.P. HILL	$\mathbf{V}\mathbf{A}$
L4006	FORT EUSTIS	$\mathbf{V}\mathbf{A}$
L4007	FORT LEE	$\mathbf{V}\mathbf{A}$
L4008	FORT MONROE	$\mathbf{V}\mathbf{A}$
L4009	FORT PICKET	VA
L4010	FORT STORY	VA
L4011	LANGLEY AIR FORCE BASE	VA
L4012	NEWPORT NEWS	VA
L4013	NORFOLK	VA
L4014	RADFORD	VA
L4014 L4015	RICHMOND	VA
L4015 L4016	WARRENTON	VA
L4010 L4017	WARRENTON WINCHESTER	VA VA
L4017 L4019	WASHINGTON	WA
L4019 L4020	BELLEVUE	WA
L4021	FORT LAWTON	WA
L4022	FORT LEWIS	WA
L4023	SEATTLE	WA
L4024	TACOMA	WA
L4025	WALLA WALLA	WA
L4027	WEST VIRGINIA	WV
L4028	BECKLEY	WV
L4029	HUNTINGTON	$\mathbf{W}\mathbf{V}$
L4031	WISCONSIN	WI
L4032	BARABOO	WI
L4033	FORT McCOY	WI
L4034	MILWAUKEE	WI
L4036	WYOMING	$\mathbf{W}\mathbf{Y}$
L4038	DISTRICT OF COLUMBIA DC	\mathbf{DC}
L4039	CORPS OF ENGINEERS DC	\mathbf{DC}
L4040	FORT MCNAIR DC	\mathbf{DC}
L4041	MILITARY DIST OF WASH DC	\mathbf{DC}
L4042	USAAA NCR DC	\mathbf{DC}
L4043	USAREC DRC DC	\mathbf{DC}
L4044	WALTER REED MED CENTER DC	DC
L4046	VIRGINIA VA	\mathbf{DV}
L4047	ARLINGTON (PENTAGON) VA	$\overline{\mathbf{DV}}$
L4048	ALEXANDRIA VA	$\overline{\mathbf{DV}}$
L4049	FAIRFAX CITY - COUNTY VA	DV
L4050	FALLS CHURCH (MTMC) VA	DV
		_ ,

L4051	FORT BELVOIR VA	\mathbf{DV}
L4052	FORT MYER VA	\mathbf{DV}
L4053	RESTON VA	\mathbf{DV}
L4054	WOODBRIDGE VA	\mathbf{DV}
L4056	MARYLAND MD	\mathbf{DM}
L4057	ADELPHI MD	\mathbf{DM}
L4058	BETHESDA MD	\mathbf{DM}
L4059	SILVER SPRING MD	\mathbf{DM}
L4061	BELGIUM (INCLUDES SHAPE)	BG
L4063	ENGLAND	UK
L4065	GERMANY	GE
L4066	ANSBACH	GE
L4067	ASCHAFFENBURG	GE
L4068	AUGSBURG	GE
L4069	BAD KREUZNACH	GE
L4070	BAMBERG	GE
L4071	BAUMHOLDER	GE
L4072	BERLIN	GE
L4073	BREMERHAVEN	GE
L4074	DARMSTADT	GE
L4075	FRANKFURT	GE
L4076	GARMISCH	GE
L4077	GIESSEN	GE
L4078	GRAFENWOEHR	GE
L4079	HANAU	GE
L4080	HEIDELBERG	GE
L4081	KAISERSLAUTERN	GE
L4082	KARSIRUHE	GE
L4083	MANNHEIM	GE
L4084	MUNCHEN GLADBACH	GE
L4085	MUNICH	GE
L4086	NUERNBERG	GE
L4087	OBER RAMSTADT	GE
L4088	PIRMASENS	GE
L4089	SCHWEINFURT	GE
L4090	STUTTGART	GE
L4091	WIESBADEN	GE
L4092	WORMS	GE
L4093	WUERZBURG	GE
L4094	ZWEIBRUECKEN	GE
L4096	GREECE	GR
L4098	ITALY	IT
L4099	LIVORNO	IT
L4100	VICENZA	IT
L4102	NETHERLANDS	NL
L4102 L4103	ROTTERDAM	NL
L4105	SPAIN	SP
L4107	TURKEY	TK
L4107 L4109	EGYPT	EG
11TIV)	LUIII	10

L4111	JORDAN	JD
L4113	ISRAEL	IS
L4115	OMAN	OM
L4117	SAUDI ARABIA	SA
L4119	CHINA	CH
L4121	GUAM	$\mathbf{G}\mathbf{U}$
L5003	JAPAN	JA
L5004	CAMP ZAMA	JA
L5005	KURE (INCLUDES AKIZUKI)	JA
L5006	OKINAWA	JA
L5007	YOKOHAMA	JA
L5009	JOHNSTON ISLAND	JI
L5011	KOREA	KO
L5012	CHUNCHON	KO
L5013	MUNSAN	KO
L5014	PUSAN	KO
L5015	PYONGTAEK	KO
L5016	SEOUL	KO
L5017	TAEGU	KO
L5018	TONGDUCHON	KO
L5019	UIJONG-BU	KO
L5020	WAEGWAN	KO
L5022	KWAJALEIN	KW
L5024	PANAMA	PN
L5026	PUERTO RICO	PR
L5028	SOUTH AMERICA	\mathbf{SM}
L5030	DAYTON	ОН
L5031	FULDA	GE
L5032	RHEINBERG	GE

APPENDIX C - LOCATION CODES

CODE	DESCR	AB
L1056	ALABAMA	AL
L1050 L1057	ANNISTON ARMY DEPOT	AL AL
L1057	CHILDERSBURG	AL AL
L1059	FORT MCCLELLAN	AL AL
L1060	FORT RUCKER	AL AL
L1061	HUNTSVILLE-REDSTONE	AL AL
L1061 L1062	MOBILE	AL AL
L1062 L1063	MONTGOMERY	AL AL
L1065	ALASKA	AK
L1066	ANCHORAGE	AK
L1067	FORT GREELEY	AK
L1068	FORT RICHARDSON	AK
L1069	FORT WAINWRIGHT	AK
L1007	ARIZONA	AZ
L1071 L1072	FORT HUACHUCA	AZ
L1072	PHOENIX	AZ
L1074	YUMA PROVING GROUND	AZ
L1074	ARKANSAS	AR
L1077	FORT CHAFFEE	AR
L1078	LITTLE ROCK	AR
L1079	PINE BLUFF	AR
L1081	CALIFORNIA	CA
L1082	ALAMEDA	CA
L1083	CAMP ROBERTS	CA
L1084	EDWARDS AIR FORCE BASE	CA
L1085	FORT BAKER	CA
L1086	FORT IRWIN	CA
L1087	FORT MACARTHUR	CA
L1088	FORT ORD	CA
L1089	LAGUNA NIGUEL	CA
L1090	LOS ANGELES	CA
L1091	MONTEREY	CA
L1092	OAKLAND	CA
L1093	REDWOOD CITY	CA
L1094	RIVERBANK	CA
L1095	SACRAMENTO	$\mathbf{C}\mathbf{A}$
L1096	SAN BERNARDINO	CA
L1097	SAN FRANCISCO	CA
L1098	SANTA ANA	CA
L1099	SHARPE ARMY DEPOT	CA
L1100	SIERRA ARMY DEPOT	CA
L1101	TRACY DEFENSE DEPOT	CA

L1102	TRAVIA AIR FORCE BASE	CA
L1104	COLORADO	CO
L1105	AURORA-FITSSIMONS	CO
L1106	DENVER	CO
L1107	FORT CARSON	CO
L1108	PUEBLO ARMY DEPOT	CO
L1109	ROCKY MOUNTAIN ARSENAL	CO
L1111	CONNECTICUT	CT
L1112	NEW HAVEN	CT
L1114	DELAWARE	\mathbf{DE}
L1116	FLORIDA	\mathbf{FL}
L1117	JACKSONVILLE	\mathbf{FL}
L1118	HOMESTEAD	\mathbf{FL}
L1119	MIAMI	\mathbf{FL}
L1120	ORLANDO	\mathbf{FL}
L2003	GEORGIA	GA
L2004	ATLANTA	GA
L2005	CAMP MERRILL	GA
L2006	COLUMBUS	GA
L2007	FORT BENNING	GA
L2008	FORT GILLEM	GA
L2009	FORT GORDON	GA
L2010	FORT MCPHERSON	GA
L2011	FORT STEWART	GA
L2012	HUNTER AIR FORCE BASE	GA
L2013	SAVANNAH	GA
L2015	HAWAII	HI
L2016	HONOLULU	н
L2017	SCHOFIELD BARRACKS	н
L2019	IDAHO	ID
L2021	ILLINOIS	IL
L2022	CHAMPAIGN	IL
L2023	CHICAGO	ĪL
L2024	FORT SHERIDAN	IL
L2025	GRANITE CITY	IL
L2026	JOLLIET	IL
L2027	PEORIA	IL
L2028	ROCK ISLAND	IL
L2029	SAVANNA	IL
L2031	INDIANA	IN
L2032	CRANE	IN
L2033	CHARLESTOWN	IN
L2034	FORT BENJAMIN HARRISON	IN
L2035	INDIANAPOLIS	IN
L2036	JEFFERSON PROVING GROUND	IN
L2037	NEWPORT	IN
L2039	IOWA	IA
L2040	DAVENPORT	IA
L2041	DES MOINES	IA
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L2042	MIDDLETOWN	IA
L2044	KANSAS	KS
L2045	DESOTO	KS
L2046	FORT LEAVENWORTH	KS
L2047	FORT RILEY	KS
L2048	PARSONS	KS
L2049	TOPEKA	KS
L2051	KENTUCKY	KY
L2052	FORT CAMPBELL	KY
L2053	FORT KNOX	KY
L2054	LEXINGTON	KY
L2055	LOUISVILLE	KY
L2057	LOUISIANA	LA
L2058	FORT POLK	LA
L2059	NEW ORLEANS	LA
L2060	IASHREVEPORT	LA
L2062	MAINE	ME
L2064	MARYLAND (OUTSIDE D.C.)	MD
L2065	ABERDEEN PROVING GROUND	MD
L2066	BALTIMORE	MD
L2067	COLUMBIA	MD
L2068	EDGEWOOD ARSENAL	MD
L2069	FORT DETRICK	MD
L2070	FORT MEADE	MD
L2071	FORT RITCHIE	MD
L2072	LINTHICUM HEIGHTS	MD
L2074	MASSACHUSETTS	MA
L2075	BOSTON	MA
L2076	FORT DEVENS	MA
L2077	NATICK	MA
L2078	WALTHAM	MA
L2079	WATERTOWN	MA
L2081	MICHIGAN	MI
L2082	DETROIT	MI
L2083	LANSING	MI
L2084	SELFRIDGE AIR FORCE BASE	MI
L2085	WARREN	MI
L2087	MINNESOTA	MN
L2088	FORT SNELLING	MN
L2089	MINNEAPOLIS	MN
L2090	NEW BRIGHTON	MN
L2091	ST. PAUL	MN
L2093	MISSISSIPPI	MS
L2094	JACKSON	MS
L2095	PICAYNE	MS
L2096	VICKSBURG	MS
L2098	MISSOURI	MO
L2099	FORT LEONARD WOOD	MO
L2100	INDEPENDENCE	MO
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L2101	KANSAS CITY	MO
L2102	ST. LOUIS	MO
L2104	MONTANA	MT
L2106	NEBRASKA	NE
L2107	GRAND ISLAND	NE
L2108	OMAHA	NE
L2110	NEVADA	NV
L2111	HAWTHORNE	NV
L2113	NEW HAMPSHIRE	NH
L2114	CONCORD	NH
L2115	HANOVER	NH
L3003	NEW JERSEY	NJ
L3004	BAYONNE	NJ
L3005	DOVER (PICATTINY ARSENAL)	NJ
L3006	FORT DIX	NJ
L3007	FORT MONMOUTH	NJ
L3008	LAKEHURST	NJ
L3009	NEWARK	NJ
L3011	NEW MEXICO	NM
L3012	ALBUQUERQUE	NM
L3013	WHITE SANDS MISSILE RANGE	NM
L3015	NEW YORK	NY
L3016	ALBANY	NY
L3017	BUFFALO	NY
L3018	FORT DRUM	NY
L3019	FORT HAMILTON	NY
L3020	HANCOCK	NY
L3021	LONG ISLAND	NY
L3022	NEWBURGH	NY
L3023	NEW YORK CITY	NY
L3024	NIAGARA FALLS	NY
L3025	SENECA ARMY DEPOT	NY
L3026	STEWART AIR FORCE BASE	NY
L3027	SYRACUSE	NY
L3028	WATERVLIET	NY
L3029	WEST POINT	NY
L3031	NORTH CAROLINA	NC
L3032	CHARLOTTE	NC
L3033	FAYETTEVILLE	NC
L3034	FORT BRAGG	NC
L3035	RALEIGH	NC
L3036	RESEARCH TRIANGLE PARK	NC
L3037	SUNNY POINT TERMINAL	NC
L3038	WILMINGTON	NC
L3040	NORTH DAKOTA	ND
L3041	FARGO	ND
L3043	OHIO	OH
L3044	CINCINNATI	OH
L3045	CLEVELAND	OH
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L3046	COLUMBUS	OH
L3047	LIMA	OH
L3048	RAVENNA	OH
L3050	OKLAHOMA	OK
L3051	FORT SILL	OK
L3052	MCALESTER	OK
L3053	OKLAHOMA CITY	OK
L3054	TULSA	OK
L3056	OREGON	OR
L3057	PORTLAND	OR
L3058	UMATILLA	OR
L3060	PENNSYLVANIA	PA
L3061	CARLISLE BARRACKS	PA
L3062	CHAMBERSBURG	PA
L3063	FORT INDIANTOWN GAP	PA
L3064	FRANKFORD ARSENAL	PA
L3065	HARRISBURG	PA
L3066	N. CUMBERLAND ARMY DEPOT	PA
L3067	OAKDALE	PA
L3068	PHILADELPHIA	PA
L3069	PITTSBURGH	PA
L3070	SCRANTON	PA
L3071	TOBYHANNA ARMY DEPOT	PA
L3073	RHODE ISLAND	RI
L3075	SOUTH CAROLINA	SC
L3076	CHARLESTON	SC
L3077	COLUMBIA	SC
L3078	FORT JACKSON	SC
L3080	SOUTH DAKOTA	SD
L3081	SOUIX FALLS	SD
L3083	TENNESSEE	TN
L3084	CHATTANOOGA	TN
L3085	KINGSPORT	TN
L3086	MEMPHIS	TN
L3087	MILAN	TN
L3088	NASHVILLE	TN
L3090	TEXAS	TX
L3091	CORPUS CHRISTI	TX
L3092	DALLAS	TX
L3093	EL PASO	TX
L3094	FORT BLISS	TX
L3095	FORT HOOD	TX
L3096	FORT SAM HOUSTON	TX
L3097	FORT WORTH	TX
L3098	GALVESTON	TX
L3099	HOUSTON	TX
L3100	MARSHALL	TX
L3100 L3101	RED RIVER ARMY DEPOT	TX
L3101 L3102	SAN ANTONIO	TX
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L3103	TEXARKANA	TX
L3105	UTAH	UT
L3106	DUGWAY PROVING GROUND	UT
L3107	FORT DOUGLAS	UT
L3108	SALT LAKE CITY	\mathbf{UT}
L3109	TOOELE ARMY DEPOT	UT
L3111	VERMONT	$\mathbf{V}\mathbf{T}$
L3112	BURLINGTON	$\mathbf{V}\mathbf{T}$
L4003	VIRGINIA (OUTSIDE D.C.)	VA
L4004	CHARLOTTESVILLE	$\mathbf{V}\mathbf{A}$
L4005	FORT A.P. HILL	VA
L4006	FORT EUSTIS	$\mathbf{V}\mathbf{A}$
L4007	FORT LEE	$\mathbf{V}\mathbf{A}$
L4008	FORT MONROE	$\mathbf{V}\mathbf{A}$
L4009	FORT PICKET	$\mathbf{V}\mathbf{A}$
L4010	FORT STORY	$\mathbf{V}\mathbf{A}$
L4011	LANGLEY AIR FORCE BASE	$\mathbf{V}\mathbf{A}$
L4012	NEWPORT NEWS	$\mathbf{V}\mathbf{A}$
L4013	NORFOLK	$\mathbf{V}\mathbf{A}$
L4014	RADFORD	$\mathbf{V}\mathbf{A}$
L4015	RICHMOND	$\mathbf{V}\mathbf{A}$
L4016	WARRENTON	$\mathbf{V}\mathbf{A}$
L4017	WINCHESTER	$\mathbf{V}\mathbf{A}$
L4019	WASHINGTON	$\mathbf{W}\mathbf{A}$
L4020	BELLEVUE	$\mathbf{W}\mathbf{A}$
L4021	FORT LAWTON	WA
L4022	FORT LEWIS	WA
L4023	SEATTLE	$\mathbf{W}\mathbf{A}$
L4024	TACOMA	WA
L4025	WALLA WALLA	WA
L4027	WEST VIRGINIA	$\mathbf{W}\mathbf{V}$
L4028	BECKLEY	$\mathbf{W}\mathbf{V}$
L4029	HUNTINGTON	$\mathbf{W}\mathbf{V}$
L4031	WISCONSIN	WI
L4032	BARABOO	WI
L4033	FORT McCOY	WI
L4034	MILWAUKEE	WI
L4036	WYOMING	WY
L4038	DISTRICT OF COLUMBIA DC	DC
L4039	CORPS OF ENGINEERS DC	DC
L4040	FORT MCNAIR DC	DC
L4041	MILITARY DIST OF WASH DC	DC
L4042	USAAA NCR DC	DC
L4043	USAREC DRC DC	DC
L4044	WALTER REED MED CENTER DC	DC
L4046	VIRGINIA VA	DV
L4047	ARLINGTON (PENTAGON) VA	DV
L4048	ALEXANDRIA VA	DV
L4049	FAIRFAX CITY - COUNTY VA	DV
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L4050	FALLS CHURCH (MTMC) VA	\mathbf{DV}
L4051	FORT BELVOIR VA	\mathbf{DV}
L4052	FORT MYER VA	\mathbf{DV}
L4053	RESTON VA	\mathbf{DV}
L4054	WOODBRIDGE VA	\mathbf{DV}
L4056	MARYLAND MD	DM
L4057	ADELPHI MD	$\overline{\mathbf{D}}\mathbf{M}$
L4058	BETHESDA MD	DM
L4059	SILVER SPRING MD	DM
L4061	BELGIUM (INCLUDES SHAPE)	BG
L4063	ENGLAND	UK
L4065	GERMANY	GE
L4066	ANSBACH	GE
L4067	ASCHAFFENBURG	GE
L4068	AUGSBURG	GE
L4069	BAD KREUZNACH	GE
L4070	BAMBERG	GE
L4071	BAUMHOLDER	GE
L4072	BERLIN	GE
L4073	BREMERHAVEN	GE
L4074	DARMSTADT	GE
L4075	FRANKFURT	GE
L4076	GARMISCH	GE
L4077	GIESSEN	GE
L4078	GRAFENWOEHR	GE
L4079	HANAU	GE
L4080	HEIDELBERG	GE
L4081	KAISERSLAUTERN	GE
L4082	KARSIRUHE	GE
L4083	MANNHEIM	GE
L4084	MUNCHEN GLADBACH	GE
L4085	MUNICH	GE
L4086	NUERNBERG	GE
L4087	OBER RAMSTADT	GE
L4088	PIRMASENS	GE
L4089	SCHWEINFURT	GE
L4090	STUTTGART	GE
L4091	WIESBADEN	GE
L4092	WORMS	GE
L4093	WUERZBURG	GE
L4094	ZWEIBRUECKEN	GE
L4096	GREECE	GR
L4098	ITALY	IT
L4099	LIVORNO	IT
L4100	VICENZA	IT
L4100 L4102	NETHERLANDS	NL
L4102 L4103	ROTTERDAM	NL
L4105 L4105	SPAIN	SP
L4107	TURKEY	TK
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L4109	EGYPT	EG
L4111	JORDAN	JD
L4113	ISRAEL	IS
L4115	OMAN	OM
L4117	SAUDI ARABIA	SA
L4119	CHINA	\mathbf{CH}
L4121	GUAM	$\mathbf{G}\mathbf{U}$
L5003	JAPAN	JA
L5004	CAMP ZAMA	JA
L5005	KURE (INCLUDES AKIZUKI)	JA
L5006	OKINAWA	JA
L5007	YOKOHAMA	JA
L5009	JOHNSTON ISLAND	JI
L5011	KOREA	KO
L5012	CHUNCHON	KO
L5013	MUNSAN	KO
L5014	PUSAN	KO
L5015	PYONGTAEK	KO
L5016	SEOUL	KO
L5017	TAEGU	KO
L5018	TONGDUCHON	KO
L5019	UIJONG-BU	KO
L5020	WAEGWAN	KO
L5022	KWAJALEIN	KW
L5024	PANAMA	PN
L5026	PUERTO RICO	PR
L5028	SOUTH AMERICA	\mathbf{SM}
L5030	DAYTON	OH
L5031	FULDA	GE
L5032	RHEINBERG	GE

APPENDIX D OPTION CODES

(NOTE: Please consult Engineers and Scientists Referral Category Codes, OPM Classification Standards or OPM Qualifications Standards Handbook should additional information on option definitions be needed).

What follows are option codes for the series identified. Don't be concerned if you don't find a specific option code or series. In all likelihood, the Corps doesn't have multiple specialties in that series thus the need to specifically address an option code is negated. Only identify the series when registering the registrant.

GS-0801 GS-0802 GS-0806 GS-0810 GS-0819 GS-0830	General Engineering Engineering Technician materials Engineering Civil Engineering Environmental Engineering Mechanical Engineering
GS-0850	Electrical Engineering
GS-0855	Electronics Engineering

ARA Architecture

CHA Chemical

CHD Computer Hardware

CIB Civil

COH Construction

ACO Construction Contracting (USACE Program, only)*

COJ' Cost Estimating

CST Computer Software

CWO Civil Works Operation & Maintenance

CWP Civil Works Planning

DDE Dep Dist Engr For Project Management(USACE Program,only)*

DEB Design

ELA Electrical

ELD Electronics

GEO Geotechnical (USACE Program, only)*

HYD Hydraulic (USACE Program, only)*

INA Industrial

LCM Life Cycle Project Management (USACE Program, only)*

***NOTE:** You will not find these option codes in the PPP Manual. They have been developed for use in this program for consistency purposes.

MAH Materials MEA Mechanical RES Research SPE Specification (USACE Program, only)*

STE Structural LTTA Utilities

WAB Water Resource Development

GS-0201 Personnel Management

GS-0203 Personnf-I C-'lp-rical &: Assistant

CPO Civilian Personnel Officer

CLA Classification

EMA Employee Development
EMC Employee Relations
LBR Labor Relations

STB Staffing

PSM Personnel Systems Manager EEO Equal Employment Opportunity

GS-0301, <u>Misc Admin and Program</u> GS-0303 <u>Misc Clerk and Assistant</u>

ANA Analysis and Planning
COR Communications
FIB Financial Management

INS Information Systems Management

LOA Logistics SUB Supply

GS-0326 Office Automation Support

<u>GS-0334</u> <u>Computer Specialist</u>

EQC Equipment Analyst

PRA Computer Programmer Analyst

PRK Programmer
SYC Systems Analyst
SPR Systems Programmer

GS-0343 Management Analysis

MAL Manpower

ORG Organization and Mission STI Statistical Analysis

GS-0343/0345 Program Analyst

COZ Cost Analysis

GS-0392 General Communications

EQD Equipment Operation

GS-0393 Communications Specialist

TEB Telephone

GS-0510 Accounting
COQ Cost
INE Internal

OPB **operating** SYA **Systems**